

Self Service ‘MyBiz’ Module I, Chapter 3 Updating My Information

Introduction

Self Service provides employees the ability to log into ‘MyBiz’ and update their personal information. The following pages provide a brief overview of this new functionality.

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Update My Information

The  [Update My Information](#) function allows employees to update employee information.

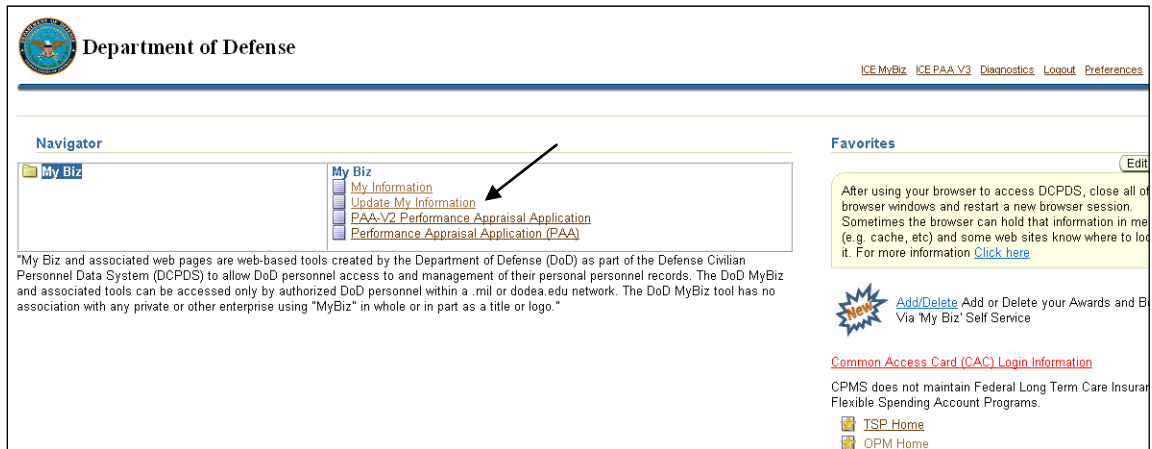


Figure 1

Privacy Act Statement


Before you can ‘view, add and/or update’ your personal information, you must  the ‘Privacy Act Statement’.

Figure 2

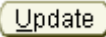
Tabs - The following is a list of the ‘Tabs’ with ‘associated’ information.

The **General Information header** includes the employee’s name and work email address.

Figure 3

The Profile tab allows you to update/change work email address, phone numbers and physical work address.

Work Email Address

To 'Add/Update' work email address, type the new email address and then select the  button. Email address is currently being used for the NSPS and 'Agency unique' Performance Appraisal notifications. In addition, work email addresses are being used to communicate personnel information directly to employees.

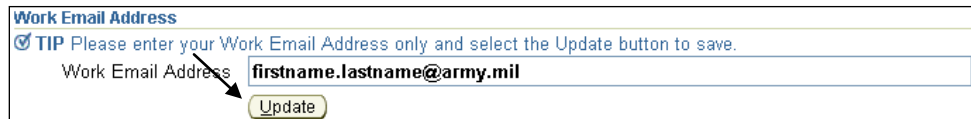


Figure 4

After selecting 'Update', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz' menu select on [View Your My Biz Account](#) link.

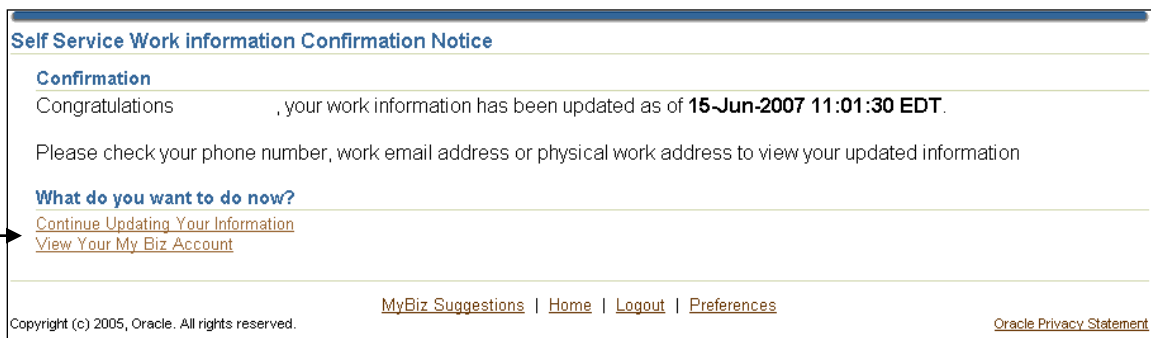
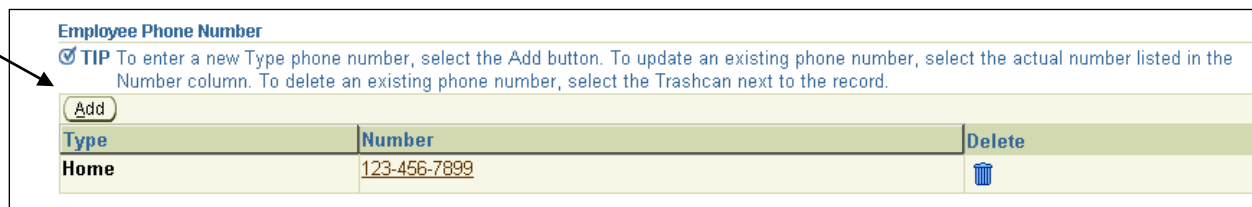


Figure 5

Phone Numbers

To 'add' a new phone number, select the  button.




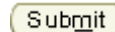
Type	Number	Delete
Home	123-456-7899	

Figure 6

Select a phone type from the drop down list. 'Phone Type' and 'Phone Number' are required fields which are noted with an *. Once you have selected a phone type enter your phone number to include area code and dashes. Extensions may also be included. Example: 123-456-7899 Ext 123. Once you have finished entering your phone number, select the  button.

Employee

Employee Number Employee Name

Work Email Address

Phone Information

* Phone Type

* Phone Number

Home
Home Secondary
Home Tertiary
Home Fax
Mobile
Other
Pager
Work
Work Secondary
Work Tertiary
Work Fax

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[Home](#) | [Logout](#) | [Preferences](#)

[Submit](#) [Cancel](#)

[Oracle Privacy Statement](#)

Figure 7

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz' menu select the [View Your My Biz Account](#) link.

Self Service Work information Confirmation Notice

Confirmation

Congratulations, your work information has been updated as of **15-Jun-2007 11:01:30 EDT**.

Please check your phone number, work email address or physical work address to view your updated information

What do you want to do now?

[Continue Updating Your Information](#)

[View Your My Biz Account](#)

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[MyBiz Suggestions](#) | [Home](#) | [Logout](#) | [Preferences](#)

[Oracle Privacy Statement](#)

Figure 8

Edit a Phone Number

To 'update' an existing phone number select on the phone number link [123-456-7899](#).

Employee Phone Number

TIP To enter a new Type phone number, select the Add button. To update an existing phone number, select the actual number listed in the Number column. To delete an existing phone number, select the Trashcan next to the record.

[Add](#)

Type	Number	Delete
Home	123-456-7899	

Figure 9


Change the phone number and select the [Submit](#) button.

Figure 10

After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'MyBiz' menu select on [View Your My Biz Account](#) link.

Figure 11

Delete a Phone Number

To 'delete' a phone number, select the  button next to the number you want to delete.

Type	Number	Delete
Home	123-456-7899	

Figure 12

A warning screen displays; select the **Yes** button to process the delete. If you want to cancel the delete, select the **No** button.

Figure 13

Physical Work Address

To 'add' Physical Work Address, select the **Add** button. Self Service only allows employees to 'add' one Physical Work address update within a 24 hour period.

Physical Work Address

☒ **TIP** CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select	Street Address	Building Number	Suite	City	State	Zip Code	Country	Start Date	End Date
	No data exists.								

Figure 14

When adding a Physical Work Address, 'Street Address, City, State, Zip Code' are required fields and are noted with an *. Select the button to save data.

Employee

Name
Employee Number
Work Email Address **firstname.lastname@army.mil**

Physical Work Address

* Indicates required field.

* Street Address
(example: 550 E Street West)

Building Number
(example: 663)

Suite, Room Number
(example: 3, 206)

* City

* State

* Zip Code
(example: 78150-4547)

Country **United States**

Date From **23-Jan-2007**
(example: 21-Sep-2005)

Date To

Figure 15

After selecting 'Submit', a 'Confirmation' page displays. To return to the Profile tab, select the [Continue Updating Your Information](#) link. To return to the 'MyBiz' menu select on the [View Your My Biz Account](#) link.

Self Service Work information Confirmation Notice

Confirmation

Congratulations , your work information has been updated as of **15-Jun-2007 11:01:30 EDT**.

Please check your phone number, work email address or physical work address to view your updated information

What do you want to do now?

[Continue Updating Your Information](#)

[View Your My Biz Account](#)

[MyBiz Suggestions](#) | [Home](#) | [Logout](#) | [Preferences](#)

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Figure 16

Edit Physical Work Address

To correct a physical work address select the radio button ☐ next to the physical work address, then select the button.

Physical Work Address
 ✓ TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select Address |

Select	Street Address	Building Number	Suite	City	State	Zip Code	Country	Start Date	End Date
<input checked="" type="radio"/>	123 Ave G	499	Suite E, Room 102	San Antonio	TX	78150-0000	US	21-Nov-2006	

Figure 17

Make the necessary changes to your physical work address, and then select the button.

Employee

Name
 Employee Number
 Work Email Address **firstname.lastname@army.mil**

Physical Work Address
 * Indicates required field.

* Street Address
 (example: 550 E Street West)

Building Number
 (example: 663)

Suite, Room Number
 (example: 3, 206)

* City

* State

* Zip Code
 (example: 78150-4547)

Country **United States**

Date From **23-Jan-2007**
 (example: 21-Sep-2005)

Date To

Figure 18

After selecting 'Submit', a Confirmation page displays. Your changes have now been updated to your personnel record.

Physical Work Address
 ✓ TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select Address |

Select	Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date	End Date
<input checked="" type="radio"/>	910 Ave E	Bldg 663	1st Floor, Room 105	San Antonio	TX	78150-0000	United States	23-Jan-2007	

Figure 19

Handicap tab contains employee's current handicap code.

To update handicap code select from the drop down list using the down arrow. Once you have selected the appropriate code, select the button.

The screenshot shows the 'My Profile' section of the MyBiz system. The 'Language' tab is highlighted with a red circle. Below the tabs, there are links for 'Security Question and Change Password Info', 'Update/Review Security Question', and 'Change Password'. At the bottom, there is a 'Work Email Address' field and a 'TIP' note.

Figure 20

Language tab contains employee's languages and 'Consent to Share and Release Language Information' information.

The screenshot shows the 'Language' tab in the MyBiz system. It includes a 'TIP' about updating language information, an 'Add' button, and a table with columns: 'Select Language', 'Proficiency Level', 'Reading Proficiency', 'Speaking Proficiency', 'Listening Proficiency', 'Writing Proficiency', 'Source', 'Work Experience', 'Evaluation Method', 'Start Date', and 'End Date'. Below the table, there is a 'Consent to Share and Release Language Information' section with two 'No' radio buttons and an 'Update' button.

Figure 21

Employees can 'update' proficiencies in an existing language, 'delete' a language or 'add' a new language to their 'MyBiz' record.

Select Language Update Delete Add										
Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input checked="" type="radio"/> German - DEU	Extremely Limited Knowledge	Elementary or Limited Knowledge	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	18-Oct-2006	

Figure 22

To 'update' an existing language you must select the radio button next to the language, then select the **Update** button. Once all changes have been made, select the **Submit** button to save your changes.

US Fed Language

* Indicates required field

Employee

Employee Number _____ Employee Name _____

Work Email Address **firstname.lastname@army.mil**

Language Information

Language Identifier **German - DEU**

* Language Proficiency Level **Extremely Limited Knowledge**

Language Reading Proficiency **No Proficiency**

Language Speaking Proficiency **Elementary or Limited Knowledge**

Language Listening Proficiency **Proficient**

Language Writing Proficiency **No Proficiency**

Language Proficiency Source **Self Study - Post-Secondary Education - F5**

Language Work Experience **Teacher**

Language Evaluation Method **Self Appraisal/Certification**

Start date **01-Feb-2007 15:09:53 EST**

End Date

(example: 21-Sep-2005)

Submit **Cancel**

Figure 23


To 'delete' an existing language you must select the radio button next to the language, then select the **Delete** button.

Select Language **Update** **Delete** **Add**

Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input type="radio"/>	German - DEU	Extremely Limited Knowledge	No Proficiency	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	30-Jan-2007	

Figure 24

Once you select the 'delete' button, a notification will appear, select 'Yes' to delete, or 'No' to return to the language screen.

 **Department of Defense**

[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

Warning

Language Information will be permanently deleted from your record. Do you want to Continue?

No **Yes**

Figure 25

To 'add' a new language you must select the **Add** button.

Select Language Update Delete Add											
Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input type="radio"/>	German - DEU	Extremely Limited Knowledge	No Proficiency	Elementary or Limited Knowledge	Proficient	No Proficiency	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	30-Jan-2007	

Figure 26

Use the drop down menus to select the appropriate data for each data field. Once you have completed 'adding' your new language, select the **Submit** button to save your language.

US Fed Language
 * Indicates required field Submit

Employee
 Employee Number _____ Employee Name _____
 Work Email Address _____

Language Information

* Language Identifier Spanish-American - QSA ⌵ ?

* Language Proficiency Level Extremely Limited Knowledge ⌵ ?

Language Reading Proficiency Elementary or Limited Knowledge ⌵ ?

Language Speaking Proficiency Elementary or Limited Knowledge ⌵ ?

Language Listening Proficiency Elementary or Limited Knowledge ⌵ ?

Language Writing Proficiency Elementary or Limited Knowledge ⌵ ?

Language Proficiency Source Self Study - Heritage - F2 ⌵ ?

Language Work Experience Translator ⌵ ?

Language Evaluation Method Self Appraisal/Certification ⌵ ?

Start date 17-Jul-2008 10:04:25 EDT

End Date ⌵
 (example: 21-Sep-2005)

Submit

Figure 27

After selecting 'Submit', a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select the [Continue Updating Your Information](#) link. To return to 'MyBiz', select the [View Your My Biz Account](#) link.

Self Service Language Capability Confirmation Notice

Confirmation
 Congratulations , your language capability has been updated as of **06-Jun-2007 14:23:11 EDT**.

1. Language	Acholi - ACH
2. Language Proficiency Level	No Practical Knowledge (Navy/Air Force Use Only)
3. Language Reading Proficiency	Proficient
4. Language Speaking Proficiency	No Proficiency
5. Language Listening Proficiency	No Proficiency
6. Language Writing Proficiency	No Proficiency
7. Foreign Language Proficiency Source	Foreign Residence - C0
8. Language Work Experience (Duty Type)	Broadcaster
9. Language Evaluation Method	Self Appraisal/Certification
10. Language End Date	

To print this page for your records, click on the print button below:

[Print Confirmation](#)

What do you want to do now?
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 28

Retiring & Separating Employees Consent to Share & Release Your Language Information

The language information you provide in the ‘Consent to Share and Release Language Information’ section of the ‘Language Information’ tab will only be used upon your **retirement** or **separation** from Federal Service. Review and/or update your information now and/or before retiring or separating since all language information in your personnel file will be made available if you chose ‘Yes’ to Consent to Share and Release Your Language Information.

Self Certified Language Information

Consent to Contact/Share

Figure 29

1. Review the Consent to Share and Release Language Information section and make appropriate selection.

Notes:

- a. If a valid work email address is in ‘MyBiz’, Update My Information, Profile, **Work Email Address** data field, then you also will receive a ‘Consent to Share and Release Language Information’ confirmation email if you ‘Update’ your information.
- b. You will not receive a confirmation email if you do not have a work email

address in 'MyBiz' or you add an email after you initially 'Updated' your Consent to Share and Release Language Information; however, you can print the 'Confirmation page' for your records.

2. Select either 'Yes' or 'No' in the section if you have self-certified or formally tested/certified language information in your personnel record. Your consent will be for all languages currently in your personnel record.

Note: In order to share your language information with other Federal Agencies, you must select 'Yes' to being contacted by the Department of Defense.

3. Select the 'Update' button if you updated your information.

Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Score	Test Date
Arabic	Limited Knowledge	Native	Proficient	Proficient				Self Appraisal/Certification	21	Dec-2007
Portuguese	Limited Knowledge	Native	Elementary or Limited	Elementary or Limited	Elementary or Limited	Foreign Residence	Broadcaster	Self Appraisal/Certification	21	Dec-2007
Spanish	Extremely Limited Knowledge	Proficient	Proficient	Native				Self Appraisal/Certification	21	Dec-2007

Consent to Share and Release Language Information
 The information you provide in this section will only be used upon your separation or retirement from the Federal Service.
 If you have self-certified or formally tested language information entered in your personnel record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the block.
 The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet strategic requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may need to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.
☒ Yes I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.
☒ Yes I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

[Print Confirmation](#)

Figure 30

Note: You will not be contacted if you do not select 'Yes' in the Consent to Contact drop down fields.

4. Once you submit your information, a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select the [Continue Updating Your Information](#) link. To return to 'MyBiz', select the [View Your My Biz Account](#) link.

Consent to Share and Release Language Information for Federal Employees who are Retiring/Separating

Confirmation
 Congratulations, Last Name, First Name, your 'Consent to Share and Release Language Information' has been updated as of 15:56:37 CST.

If you have a stored work email address in My Biz and you answered 'Yes' to Contact and Share Your Language Information, receive a Confirmation Email for your records.

Yes : I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

Yes : I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

To print this page for your records, click on the print button below

[Personalize Region](#) [Print Confirmation](#)

What do you want to do now?
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 31

Notes:

- a. If your valid work email address is in the 'MyBiz', Update My Information, Profile, **Work Email Address** data field, then you will

also receive a 'Consent to Share and Release Language Information' confirmation email.

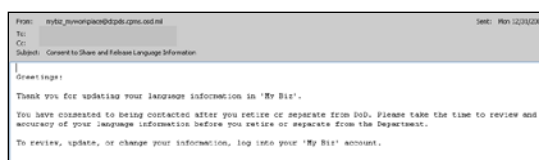


Figure 32

b. If you **do not** have a work email address identified in MyBiz, then print this page for your records.

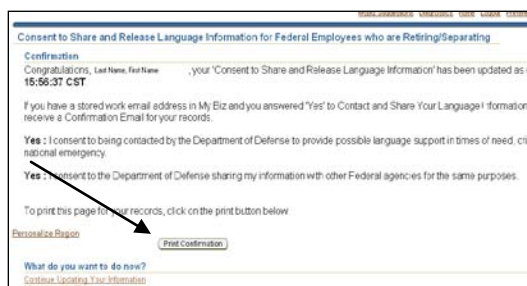


Figure 33

Ethnicity and Race tab contains employee's ethnicity and race.

Figure 34

To 'update' ethnicity and race, answer the 'Are You Hispanic and Latino?' question and use the drop down menu to select either 'Yes' or 'No'. Once you are ready to update, select the **Submit** button. To 'print' the SF181 form, select the **Print SF181** button.

To view the SF181 Privacy Act Statement, select the **View Privacy Act Statement** button.

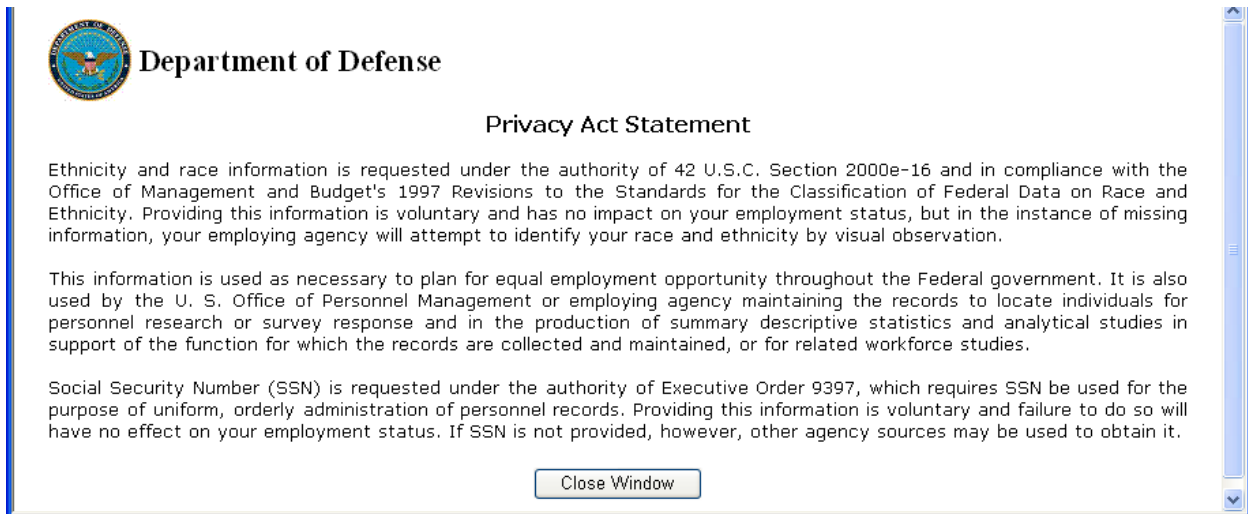


Figure 35

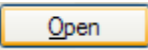

The SF181 can either be 'saved' to your computer or can be 'opened' and printed. To open the SF181 select the  button.



Figure 36

SF181

To print the SF181, select the printer icon  or select 'File, Print'. To exit this page, select 'File', 'Exit'.

U.S. Office of Personnel Management Guide to Personnel Data Standards		ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and Instructions before completing form.)													
Name (Last, First, Middle Initial)		Social Security Number	Birthdate (Month and Year) Month, Year												
Agency Use Only 24 May 2006 05:44 PM															
Privacy Act Statement															
<p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U.S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p> <p>Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.</p> <p>Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.</p> <p>Question 1. Are you Hispanic or Latino? (People of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.</p> <table border="1"> <thead> <tr> <th>RACIAL CATEGORY (Check as many as apply)</th> <th>DEFINITION OF CATEGORY</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> American Indian or Alaska Native</td> <td>A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.</td> </tr> <tr> <td><input type="checkbox"/> Asian</td> <td>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</td> </tr> <tr> <td><input type="checkbox"/> Black or African American</td> <td>A person having origins in any of the black racial groups of Africa.</td> </tr> <tr> <td><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</td> <td>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td> </tr> <tr> <td><input checked="" type="checkbox"/> White</td> <td>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</td> </tr> </tbody> </table>				RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY	<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	<input checked="" type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY														
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.														
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.														
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.														
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.														
<input checked="" type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.														

Figure 37

Emergency Contact tab contains employee's emergency contact information.

Select the link **Emergency Contact** to 'add, change or remove' your emergency contact information.

Profile	Handicap	Language	Ethnicity and Race	Emergency Contact	Education	Training
My Profile						

Figure 38

Adding Emergency Contact Information

To 'add' information on an emergency contact person, select the 'Add' button.

Emergency Contact						
Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.						
It is suggested that at least two contacts be identified, one should be local and readily accessible and the other someone who is not located within a 100 mile radius of your home or place of work.						
Note: The information you provide here will be viewable by your supervisory chain and HR Office and will be used in the event of Natural Disasters or National Emergencies.						
Add						
Select Name	Primary Contact	Home Number	Work Number	Emergency Contact	Email Address	
No results found.						
<p><input checked="" type="checkbox"/> TIP To View or Print your Receipt, press the button below.</p> <p>Print Receipt</p> <p>Continue Updating Your Information</p>						
<p>ICE MyBiz ICE PAAV3 Home Logout Preferences</p>						

Figure 39

Complete the following: 'Name' (first, middle, last), 'Email Address', Primary Contact, Residence Address' and 'Phone Number(s)' and select the **Next** button.

Emergency Contact : Add

☒ **TIP** This information is current as of today's date.

Employee Name

Use this page to provide emergency contact information.

• Indicates required field

General Information

• First Name

• Middle Name

• Last Name

Email Address

☐ Primary Contact

☒ **TIP** Do not add any contacts that are under the age of 18.

Residence Address

☒ **TIP** When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address if known. Ensure you fill in the City, State and Zip Code fields.

☒ **Use my address for this person.**

Phone Numbers

Type	Number	Delete
Home	<input type="text"/>	

[Add Another Row](#)

Cancel

Figure 40

Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information, select the **Cancel** button.

Update My Information: Review

☒ **TIP** This information is current as of today's date.

Employee Name

Review your information below and select the Submit button to apply your changes.

• Indicates Changed Items.

Maintain Contact

Contact	Proposed
Relationship Type	Emergency Contact
First Name	FirstName
Middle Name	MiddleName
Last Name	LastName
Email Address	FirstName@hotmail.com
Primary Contact	Yes

Phone

Phone	Proposed
Home	555-555-5500

Cancel **Printable Page** **Back** **Submit**

Figure 41

Updating Emergency Contact Information

To 'update' information on an existing emergency contact person, first select the radio button next to the contact's name, and then select the **Update** button.

Update My Information

☒ **TIP** This information is current as of today's date.

Employee Name _____

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as a Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select Remove or Update button.

Note: The information you provide here will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact

Select Emergency Contact **Update** **Remove** **Add**

Select Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/> LastName, FirstName MiddleName	No	555-555-5500		FirstName.LastName@hotmail.com

TIP To View or Print your Receipt, press the button below.

Print Receipt

[Continue Updating Your Information](#)

Figure 42

Make the necessary updates and select the **Next** button.

Emergency Contact : Update **Cancel** **Next**

☒ **TIP** This information is current as of today's date.

Employee Name _____

Use this page to provide emergency contact information.

* Indicates required field

General Information

* First Name

Middle Name

* Last Name

Email Address

☒ Primary Contact ¹

Relationship

TIP Do not add any contacts that are under the age of 18.

Residence Address

☒ **TIP** When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.

☒ Use my address for this person.

Phone Numbers

Type	Number	Delete
Home	555-555-5501	
Work	555-522-5200	

Add Another Row

Cancel **Next**

Figure 43

A 'Review' page will appear so that you can ensure the information is correct before saving. The items marked with a blue dot are the items that were changed. Select the **Submit** button to save your information. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without saving your information, select the **Cancel** button.

Figure 44

A 'Confirmation' page displays when your information has been submitted. To return to the 'Emergency Contact' page select, the **Return to Overview** button.

Figure 45

A 'Warning' page will be displayed if you select **Cancel**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page select the **No** button.

Figure 46

Removing Emergency Contact Information

To 'remove' an emergency contact, first select the radio button next to the person you want to 'remove' and then select the **Remove** button.

Update My Information

TIP This information is current as of today's date.
Employee Name

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

Note: The information you provide here will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact

Select Emergency Contact **Update** **Remove** | **Add**

Select Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/> LastName, FirstName MiddleName	Yes	555-555-5500		FirstName@hotmail.com

TIP To View or Print your Receipt, press the button below.
Print Receipt

[Continue Updating Your Information](#)

Figure 47

Once you have verified that you selected the correct person to remove, select the **Next** button to continue.

Remove Contact

TIP This information is current as of today's date.
Employee Name

To remove this contact, select the next button. To cancel this action, select the cancel button.

* Indicates required field

Name **LastName, FirstName MiddleName**

Relationship **Emergency Contact**

End Date **05-Jun-2008**

Cancel **Next**

Figure 48

Select the **Submit** button to remove and save your change. Select the **Back** button to return to the previous screen to make any necessary corrections. To print this information, select the **Printable Page** button. To exit without removing your contact person, select the **Cancel!** button.

Update My Information: Review

TIP This information is current as of today's date.
Employee Name

Review your information below and select the Submit button to apply your changes.

Indicates Changed Items.

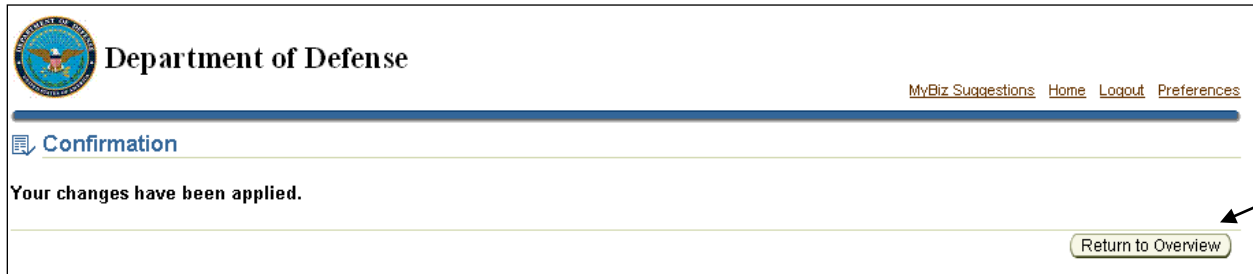
Remove Contact

Removed
Contact Name LastName, FirstName MiddleName
Contact Type Emergency
Relationship Emergency Contact
End Date 05-Jun-2008

Cancel **Printable Page** **Back** **Submit**

Figure 49

A 'Confirmation' page will display when your information has been removed. To return to the Emergency Contact page select the **Return to Overview** button.



Department of Defense

[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

Confirmation

Your changes have been applied.

Return to Overview

Figure 50

A 'Warning' page will display if you selected **Cancel!**. If you want to cancel and exit, select the **Yes** button. If you want to return to the previous page select the **No** button.



Department of Defense

[MyBiz Suggestions](#) [Home](#) [Logout](#) [Preferences](#)

Warning

Do you want to cancel this action?

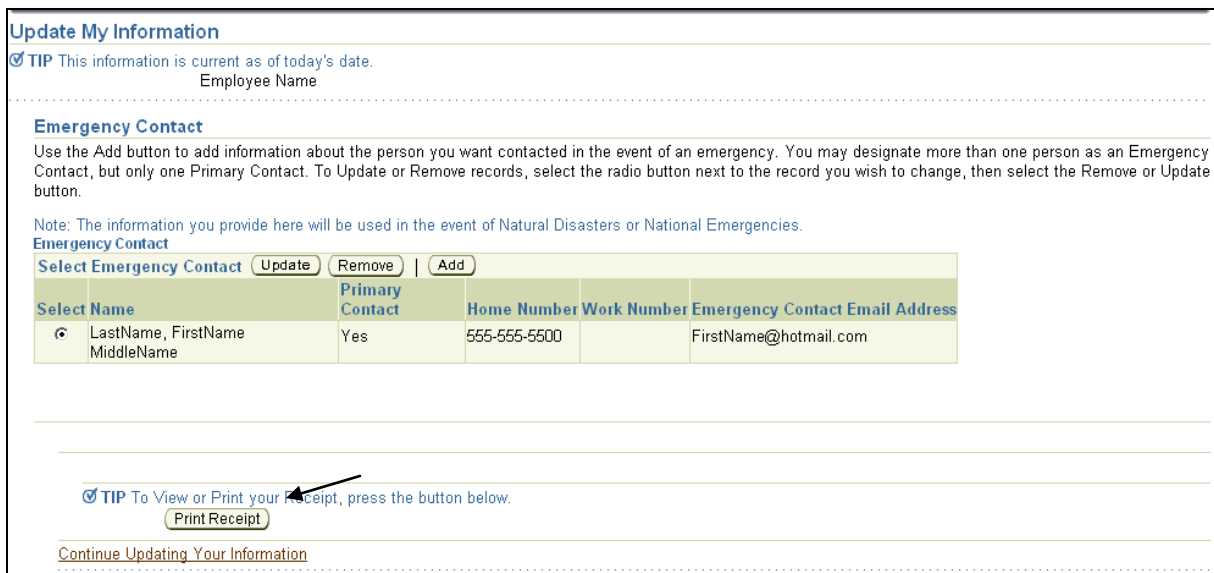
Your new action will be canceled.

No **Yes**

Figure 51

Printing Receipt

To print a receipt, select the **Print Receipt** button.



Update My Information

TIP This information is current as of today's date.

Employee Name

Emergency Contact

Use the Add button to add information about the person you want contacted in the event of an emergency. You may designate more than one person as an Emergency Contact, but only one Primary Contact. To Update or Remove records, select the radio button next to the record you wish to change, then select the Remove or Update button.

Note: The information you provide here will be used in the event of Natural Disasters or National Emergencies.

Emergency Contact

Select Emergency Contact **Update** **Remove** **Add**

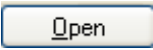
Select Name	Primary Contact	Home Number	Work Number	Emergency Contact Email Address
<input checked="" type="radio"/> LastName, FirstName MiddleName	Yes	555-555-5500		FirstName@hotmail.com

TIP To View or Print your Receipt, press the button below.

Print Receipt

[Continue Updating Your Information](#)

Figure 52

The receipt can either be saved to your computer or opened and printed. To open the receipt, select the  button.

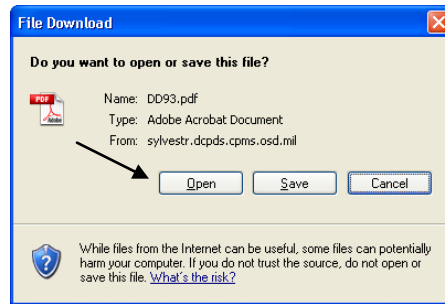


Figure 53


Printed Receipt

To print the 'Receipt', select the printer icon  or select 'File, Print'. To exit this page, select 'File', 'Exit'.

"For Official Use Only - Privacy Act Sensitive Information "	
Employee Name	First, Last Name
Employee Home Phone	123-456-7899
Employee Work Phone	
Employee Home Address	Payroll update pending Pending TX US
Employee Email Address	
Contact # 1	
Primary Contact	Yes
First Name	First
Middle Name	Middle
Last Name	Last
Email Address	first.last@email.mil
Phone	
Home	123-456-7899
Home Secondary	

Figure 54

Education tab contains employee's education information.

Select the  tab to 'view, add or update' your education information.

To view a list of applicable (*or available*) degrees and vocational certificates to use when adding Education Information, select the [degree or vocational certificate](#) link.

Update My Information

Employee

Employee Name
Work Email Address

[Profile](#) [Handicap](#) [Language](#) [Ethnicity and Race](#) [Emergency Contact](#) **[Education](#)** [Training](#)

This section displays your education. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Items that you cannot select can only be updated by HR.

Updates are only needed upon obtaining an additional [degree or vocational certificate](#). For example, you have a Bachelor's degree and you have obtained a Master's degree.

TIP To Add: Select the ADD button.
To UPDATE: Select the entry and select the UPDATE button. ⓘ

Note: If the 'Education Update Source' is blank or 'Verified', the education record was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those education entries with a selection button can be updated. For all others, please contact Human Resources to update.

Education Information

Select Object: [Update](#) | [Add](#)

Select	Education Update Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
<input type="radio"/>									

[Profile](#) [Handicap](#) [Language](#) [Ethnicity and Race](#) [Emergency Contact](#) **[Education](#)** [Training](#)

ICE MyBiz | ICE_PAA V3 | [Home](#) | [Logout](#) | [Preferences](#)

Figure 55

Adding Education Information

To 'add' education information, select the [Add](#) button.

Note: 'Education Update Source' will display with either 'Verified', 'no information' or 'Self Certified' in the 'Education Update Source' data field column. You can only update education information with 'Self Certified'. You cannot update education information with 'verified' and 'no information' since this information was previously entered and verified by Human Resources. Contact your Human Resources Office for questions relating to this information.

Education Information

Select Object: [Update](#) | [Add](#)


Select	Education Update Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
<input type="radio"/>	Self Certified	High school graduate or certificate of equivalency		1990					
<input type="radio"/>	Verified	Bachelor's degree	Accounting and Business/Management (520305)	1992	0120	Semester Hours	College or University	Major Field of Study	Boston College, Chestnut Hill MA
<input type="radio"/>	Self Certified	Associate Degree	Accounting (520399)	1992	0120	Semester Hours	Junior College	Major Field of Study	San Antonio College, San Antonio TX

[Profile](#) [Handicap Code](#) [Language Information](#) [US Fed Ethnicity and Race Category](#) [Emergency Contact Information](#) **[Education Information](#)**


[Cancel](#)

Figure 56


The 'Add' page displays. Enter information for your educational update below. For additional information on a specific data field, select the ⓘ.


Note: To search for your specific education information, select the  flashlight located next to the data field you are updating.

This section displays your education. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes.

 Add is for a new entry that is not yet documented on your Education Information (For example, your highest education level indicates High School, but you have two years of college. You would add two years of college).

Updates are only needed upon obtaining an additional **degree or vocational certificate**. For example, you have a Bachelor's degree and you have obtained a Master's degree.

 **TIP** You will not be able to remove or update education information of Terminal occupational prgm - cert of comp/diploma/equiv, Associate Degree, Bachelor's degree and records with an education level greater than a Bachelor's degree from your education record. Once this education information is submitted, contact your Human Resource office to update this information.

To search for your specific education information, select the  flashlight located next to the data field you are updating.

Education Information









Education Level	<input type="text"/>		
Instructional Program	<input type="text"/>		
Year Degree / Cert Attained	<input type="text"/>		
	(example: 1972)		
Credit Hours	<input type="text"/>		
	(example: 1510)		
Credit Type	<input type="text"/>		
Type Of School	<input type="text"/>		
College-Major-Minor	<input type="text"/>		

Figure 57

Note: You will not be able to update or delete the following Education Levels from your record once entered via 'MyBiz', Update My Information- Education:

Vocational/ Occupational Schools – certificate or diploma
Associate's Degree
Bachelor's Degree and higher level education

Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if a record needs to be deleted.

To search for information for a specific data field, select the  . The following Search screen displays:

Search and Select: Education Level Cancel Select

Search

To search for your specific education information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Bachelors degree', enter '%Bach%', for a list of 'Post-degree levels' enter '%Post%', or enter '% Degree%' for various degree levels, then select 'Go'. To select your Education Level, select the 'Quick Select' icon next to your information.


Search By: Description Go

Results

Select	Quick Select	Educational Level	Description
		No search conducted.	

Cancel Select


Figure 58

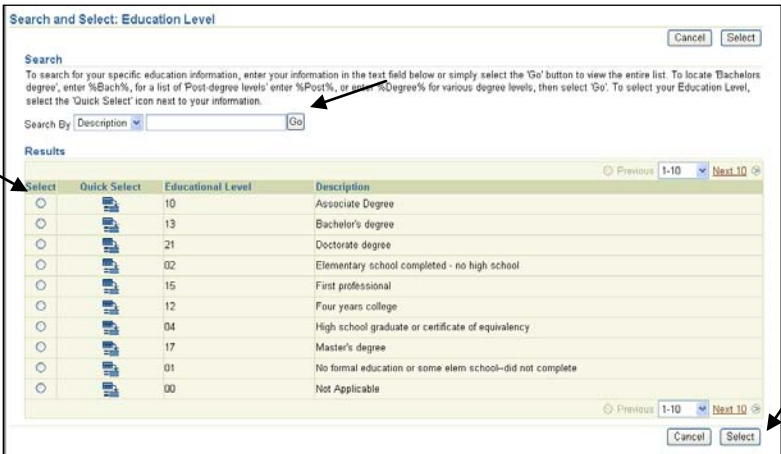
To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select'  icon next to your selection. To view more information, select the [Next 10](#) link (see **Figure 60**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Instruction Program and Academic Institution Name.

For 'Education Level' you may enter the beginning portion of the item name, if known, such as %high%, %assoc%, %college%, or %degree%. For 'Academic Institution' you may type the beginning portion of the item name, if known, such as %TX% or %A&M% and select 'Go' or if search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce different results).

For 'Instructional Program' you may type the beginning portion of the item name, if known, such as %Science%, %Law%, %Educ% and select 'Go' or %Not Applicable%.

Note: 'Not Applicable' is only used for 'Vocational/Occupational Schools – certificate or diploma received' and for LN/NAF employee entries.

Once information is located, select it by selecting the 'Quick Select'  icon or selecting the radio button in the 'Select' column and then clicking the 'Select' button.



Search and Select: Education Level

Search
To search for your specific education information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Bachelors degree', enter %Bach%, for a list of Post-degree levels enter %Post%, or select %Degree% for various degree levels, then select 'Go'. To select your Education Level, select the 'Quick Select' icon next to your information.

Search By: Description

Results

Select	Quick Select	Educational Level	Description
<input type="radio"/>		10	Associate Degree
<input type="radio"/>		13	Bachelor's degree
<input type="radio"/>		21	Doctorate degree
<input type="radio"/>		02	Elementary school completed - no high school
<input type="radio"/>		15	First professional
<input type="radio"/>		12	Four years college
<input type="radio"/>		04	High school graduate or certificate of equivalency
<input type="radio"/>		17	Master's degree
<input type="radio"/>		01	No formal education or some elem school--did not complete
<input type="radio"/>		00	Not Applicable

Previous 1-10 Next 10



Figure 59



The selected information auto populates the appropriate data field.

Note: If you select ‘Vocational/ Occupational Schools - certificate or diploma received’, ‘Associate Degree’, and higher education levels, you must enter data in all fields.

To search for your specific education information, select the flashlight located next to the data field you are updating.


Education Information


* Education Level  


Instructional Program  

Year Degree / Cert Attained
 (example: 1972)

Credit Hours
 (example: 1510)

Credit Type 

Type Of School 

College-Major-Minor 





Academic Institution Name  



Figure 60

Once all the applicable information is entered, select the ‘Submit’ button.

To search for your specific education information, select the flashlight located next to the data field you are updating.


Education Information


* Education Level  


Instructional Program  

Year Degree / Cert Attained
 (example: 1972)

Credit Hours
 (example: 1510)

Credit Type 

Type Of School 

College-Major-Minor 



Academic Institution Name  

Figure 61

Before education information is updated in the system, ‘Electronic Signatures’ must be completed. To Electronically Sign and verify Education information, select the ‘Process Transaction’ button.

ELECTRONIC SIGNATURE

WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the ‘Process Transaction’ button, I understand that my DCPDS Portal login information is my electronic signature in effecting this transaction.

I acknowledge and wish to PROCESS THIS TRANSACTION

I do not acknowledge and wish to STOP this transaction.

[About this Page](#) [MyBiz Suggestions](#) | [Diagnostics](#) | [Preferences](#) | [Personalize Page](#) | [Close Window](#)

Figure 62

Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.

Self Service Education Confirmation Notice

Confirmation
Congratulations Last Name, First Name your education has been updated as of 15-Jul-2008 11:21:17 EDT.

1. Education Level	Master's degree
2. Instructional Program	Accounting and Business/Management (520305)
3. Year Degree / Cert Attained	1998
4. Credit Hours	65
5. Credit Type	Semester Hours
6. Type of School	College or University
7. College-Major-Minor	Major Field of Study
8. Academic Institution Name	Brandeis University, Waltham MA

To print this page for your records, click on the print button below:

[Print Confirmation](#)

What do you want to do now?
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 63

Updating Education Information

Education information 'added' via 'MyBiz', Update My Information will reflect 'Self Certified' in the Education Update Source column. **'Update'** existing self certified education information by first selecting the radio button in the 'Select' column and then selecting the 'Update' button.

Note: In this view, the 'Self Certified' entry for the 'Master's and Bachelor's degree are grayed out and not updateable. Only 'Self Certified' entries that have an active radio button in 'Select' column are updateable.

Education Information

Select Object: [Update](#) | [Add](#)

Select	Education Update Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
<input type="radio"/>	Self Certified	Terminal occupational program- did not complete	Manufacturing Technology/Technician (150613)	1998	0065	Semester Hours	College or University	Major Field of Study	Brandeis University, Waltham MA
<input type="radio"/>	Self Certified	Master's degree	Accounting and Business/Management (520305)	1998	0065	Semester Hours	College or University	Major Field of Study	Brandeis University, Waltham MA
<input type="radio"/>	Verified	Bachelor's degree	Business (520101)	1992	0120	Semester Hours	College or University	Major Field of Study	University of Massachusetts-Boston

[Profile](#) [Handicap Code](#) [Language Information](#) [US Fed Ethnicity and Race Category](#) [Emergency Contact Information](#) [Education Information](#)

[Cancel](#)


Figure 64

The 'Update' page displays existing information auto-populating the data fields (see **Figure 66**). Update the information as appropriate. For additional information on a specific data field, select the .

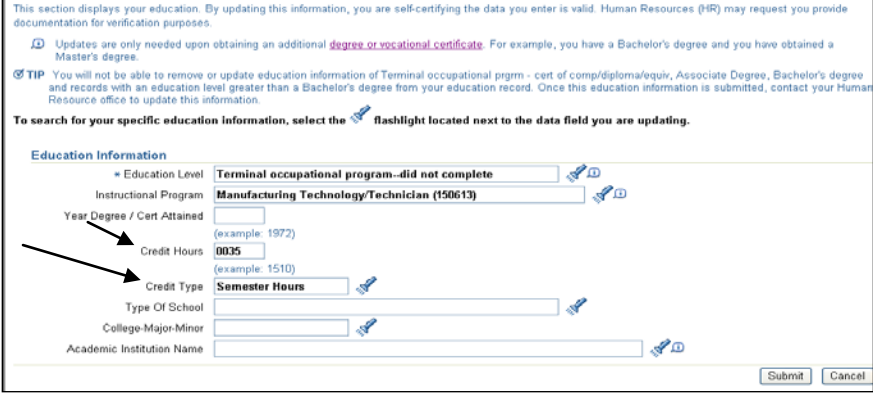
Note: You will not be able to update or delete the following 'Education Levels' from your personnel record once entered via "MyBiz", Update My Information- Education':

Vocational/ Occupational Schools – certificate or diploma, Associate's Degree
 Bachelor's Degree, and all other educational levels higher than a Bachelor's Degree.


Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if educational information needs to be deleted.


To search for information for a specific data field, select the  or update your information and then select the 'Submit' button.


Note: In this example, 'Credit Hours' and 'Credit Type' were updated.



This section displays your education. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes.

 Updates are only needed upon obtaining an additional degree or vocational certificate. For example, you have a Bachelor's degree and you have obtained a Master's degree.

 **TIP** You will not be able to remove or update education information of Terminal occupational prgm - cert of comp/diploma/equiv, Associate Degree, Bachelor's degree and records with an education level greater than a Bachelor's degree from your education record. Once this education information is submitted, contact your Human Resource office to update this information.

To search for your specific education information, select the  flashlight located next to the data field you are updating.

Education Information








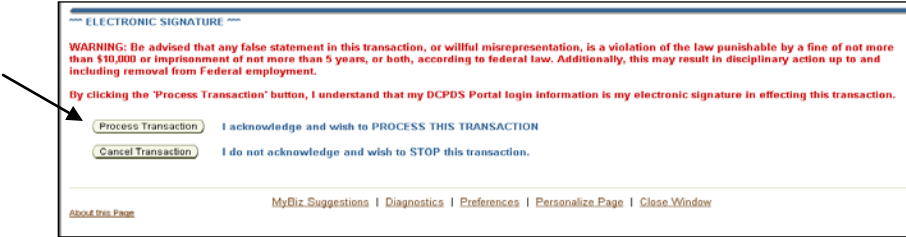
- Education Level: Terminal occupational program--did not complete 
- Instructional Program: Manufacturing Technology/Technician (150613) 
- Year Degree / Cert Attained: (example: 1972)
- Credit Hours: 0035  (example: 1510)
- Credit Type: Semester Hours 
- Type Of School: 
- College-Major-Minor: 
- Academic Institution Name: 

Figure 65

Before education information is updated in the system, 'Electronic Signatures' must be completed. To 'Electronically Sign' and verify 'Education information', select the 'Process Transaction' button.



ELECTRONIC SIGNATURE

WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the 'Process Transaction' button, I understand that my DCPDS Portal login information is my electronic signature in effecting this transaction.

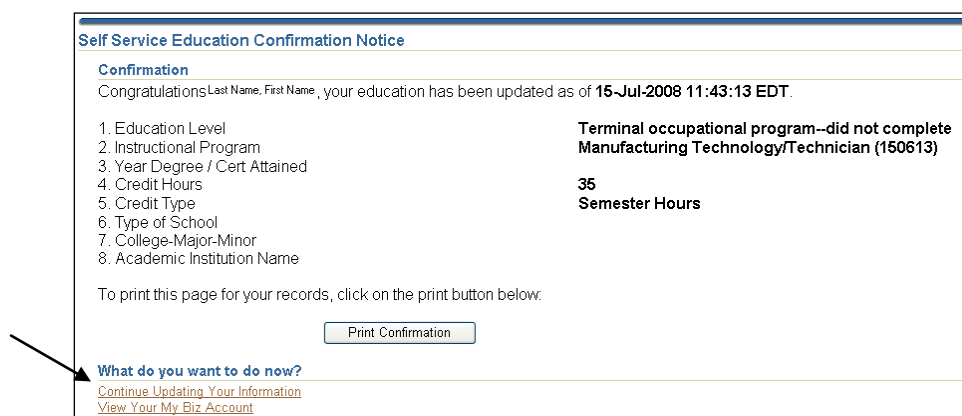
I acknowledge and wish to PROCESS THIS TRANSACTION

I do not acknowledge and wish to STOP this transaction.

[About this Page](#) [MyDiz Suggestions](#) | [Diagnostics](#) | [Preferences](#) | [Personalize Page](#) | [Close Window](#)

Figure 66

Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.



Self Service Education Confirmation Notice

Confirmation
Congratulations Last Name, First Name, your education has been updated as of 15-Jul-2008 11:43:13 EDT.

1. Education Level	Terminal occupational program--did not complete
2. Instructional Program	Manufacturing Technology/Technician (150613)
3. Year Degree / Cert Attained	
4. Credit Hours	35
5. Credit Type	Semester Hours
6. Type of School	
7. College-Major-Minor	
8. Academic Institution Name	

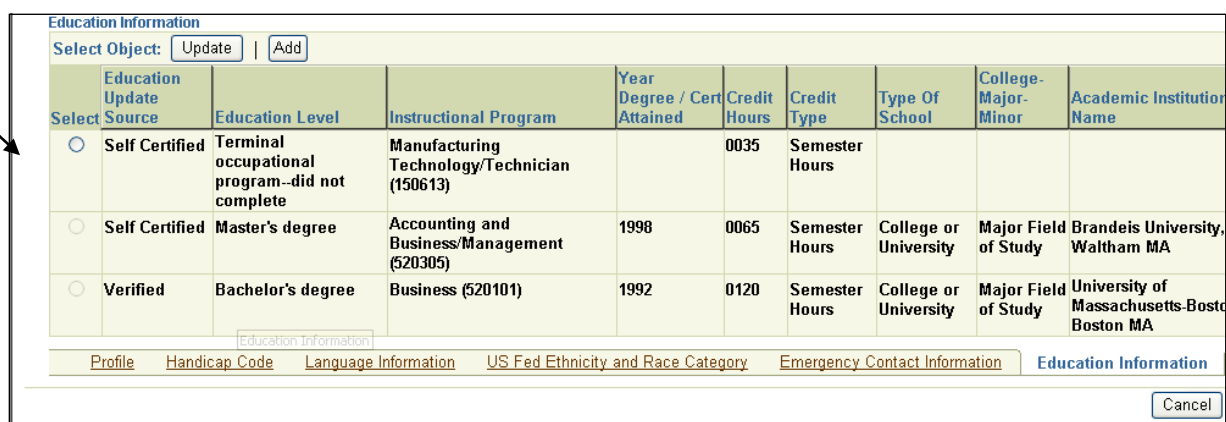
To print this page for your records, click on the print button below:

[Print Confirmation](#)

What do you want to do now?
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 67

Updated 'Education Information' displays.



Education Information

Select Object: [Update](#) | [Add](#)

Select	Education Update Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
<input type="radio"/>	Self Certified	Terminal occupational program--did not complete	Manufacturing Technology/Technician (150613)		0035	Semester Hours			
<input type="radio"/>	Self Certified	Master's degree	Accounting and Business/Management (520305)	1998	0065	Semester Hours	College or University	Major Field of Study	Brandeis University, Waltham MA
<input type="radio"/>	Verified	Bachelor's degree	Business (520101)	1992	0120	Semester Hours	College or University	Major Field of Study	University of Massachusetts-Boston Boston MA

[Education Information](#)

[Profile](#) [Handicap Code](#) [Language Information](#) [US Fed Ethnicity and Race Category](#) [Emergency Contact Information](#) [Education Information](#)

[Cancel](#)

Figure 68

The **Training tab** contains employee's training information.

Select the **Training** tab to add or delete your training information. The link takes you to the Training Information page (**Figure 70**).

The screenshot shows the 'Training' tab selected in a navigation bar. Below the tabs, there is a section with instructions and tips. The 'Training Information' section includes a table with columns: Select, Details, Trng Update Source, Trng Course Title, Trng Start Date, and Trng End Date. The table contains two entries: 'Self Certified' for 'Windows Server 2003' and 'Verified' for 'SIMPLER LEAN VISUAL MANAGMENT DRXPI97970016VS'. Below the table, there are options to 'Select Object' (Delete, Add), a 'Previous' button, a dropdown for '1-10', and a 'Next' button. A 'TIP' section suggests printing a training brief. At the bottom, there is a 'Print Training Report' button and a 'Cancel' button.

Select	Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
<input type="radio"/>	Show	Self Certified	Windows Server 2003	01-May-2009	05-May-2009
<input type="radio"/>	Show	Verified	SIMPLER LEAN VISUAL MANAGMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005

Figure 69



Adding Training Information. To add training information, select the **Add** button (**Figure 70**).

Note: The 'Trng Update Source' column will display with either 'Verified' or 'Self Certified' in the 'Trng Update Source' data field column. To update training information that is 'Self Certified' as noted by an active radio button, you must delete the entire entry and then "Add" the course data. You cannot update training information with 'Verified' since this information was previously entered and verified by Human Resources. In this view, note that the 'Verified' training course radio button is grayed out and not updateable. Additionally, 'Verified' training will include only those courses that were satisfactorily completed. Contact your Human Resources Office for questions relating to this information.



This is a close-up of the 'Training Information' table from the previous figure. An arrow points to the 'Add' button in the 'Select Object' section. The table shows the same two entries: 'Self Certified' for 'Windows Server 2003' and 'Verified' for 'SIMPLER LEAN VISUAL MANAGMENT DRXPI97970016VS'.

Select	Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
<input type="radio"/>	Show	Self Certified	Windows Server 2003	01-May-2009	05-May-2009
<input type="radio"/>	Show	Verified	SIMPLER LEAN VISUAL MANAGMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005

Figure 70

The 'Add' page displays (Figure 71). Enter information for your training update below. For additional information on a specific data field, select the . In some instances the  will reference the Office of Personnel Management (OPM) Standard Form (SF)-182 (Authorization, Agreement and Certification of Training); so, a link has been provided to allow quick access to a blank SF-182.

Notes:

1. To search for your specific training information, select the  flashlight or  dropdown located next to the data field you are updating.
2. Enter start and end dates of training (dd-mon-yyyy) manually or use calendar.
 - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the system will populate the date as 03-FEB-2008. In instances where the training submitted includes a date greater than the number 12 (e.g., 03-15-2008, instead of 15 Mar 2008 or 15-03-2008), the system will display a format error.
 - Entry of **future dates** will **result in** an **error** message that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
 - Calendars reflect a range of years, so users may need to select several times to find the correct year (e.g., 'Before 1995'; 'Before1980'; etc.).

3. If there are Training Costs, be sure to enter in format 0.00 - do not enter a dollar ('\$') sign. For example: 150.00, 232.00, 7.37, etc.

Add Training Information Submit Cancel

Tip: A training addition will not be added if the 'Training Start Date' and the 'Course Title' are an exact match to a course already displayed in My Biz.

Employee
Employee Name **Last, First**
Work Email Address

Training Information
Training will be documented on a SF 182, Authorization, Agreement and Certification of Training or refer to a completion certificate if SF 182 is not available view an example of the SF 182 via the OPM website go to https://www.opm.gov/forms/pdf_fill/SF182.pdf. Tip: Right mouse click on link and select Open in New Window.

* Indicates required field

* Course Title ⓘ

* Training Start Date ⓘ ⓘ

* Training End Date ⓘ

Training Details

* Training Duty Hours ⓘ

* Training Non-Duty Hours ⓘ

Acquisition School Source ⓘ

* Training Sub Type ⓘ

* Training Source ⓘ

* Agency Type Code ⓘ

* Training Delivery Type ⓘ

* Priority Indicator ⓘ

* Decision Source ⓘ

* Training Purpose Type ⓘ

Training Cost Details

* Training Travel Indicator **No** ⓘ

* Tuition and Fees \$ ⓘ

* Travel \$ ⓘ

* Books & Material Costs \$ ⓘ

* Per Diem \$ ⓘ

Other Details

Course Number Code ⓘ

* Training Accreditation Indicator ⓘ

* Training Credit ⓘ


* Training Credit Type **Not Applicable** ⓘ

Training Designation Type ⓘ

Training Update Source **Self Certified**

Submit Cancel

Figure 71

To search for information for a specific data field, using the , the following Search screen displays (Figure 73)

Search and Select: Agency Type Code

Cancel Select

Search

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By Agency Type Code Description Go

Results

Select	Quick Select	Agency Type Code	Agency Type Code Description
	No search conducted.		

[About this Page](#)

Cancel Select

Figure 72

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the [Next 10](#) link (**Figure 7**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Acquisition School Source Description and Agency Type Code.

For 'Acquisition School Source Description' you may enter the beginning portion of the item name, if known or any word (to include location/state abbreviation) in the item name if known, such as %dau%, %college%, or %TX%. Similarly, for 'Agency Type Code' you may type the beginning or other portion of the item name/number, if known, such as %NSPS%, %OPM%, %Princeton%, %executive%, %historical% or %301% and select 'Go' (**Figure 74**). If search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce in different results).

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

Search and Select: Agency Type Code Cancel Select

Search

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By Agency Type Code Description Go

Results

Previous 1-10 Next 10

Select	Quick Select	Agency Type Code	Agency Type Code Description
<input type="radio"/>		07ACQ	DLA-Acquisition
<input type="radio"/>		07AFB	DLA-Accounting, Auditing, Budget & FinMgt
<input type="radio"/>		07AVN	DLA-Aviation
<input type="radio"/>		07BSM	DLA-Business Systems Modernization
<input type="radio"/>		07BUS	DLA-General Business
<input type="radio"/>		07CIP	DLA-Corporate Intern Program
<input type="radio"/>		07CMM	DLA-Commodities
<input type="radio"/>		07COM	DLA-Communications
<input type="radio"/>		07DAU	DLA-Defense Acquisition University

Figure 73

Search

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By Agency Type Code Description Go

Results

Previous 10 31-40 Next 10

Select	Quick Select	Agency Type Code	Agency Type Code Description
<input type="radio"/>		NSPKE	NSPS - iSuccess Web Based Training (Emp)
<input type="radio"/>		NSPLE	NSPS - Pay Pool Web Based Training (Emp)
<input type="radio"/>		NSPPA	NSPS - Change Management (Admin)
<input type="radio"/>		NSPPC	NSPS - Change Management (Counsel)
<input checked="" type="radio"/>		NSPPE	NSPS - Change Management (Emp)
<input type="radio"/>		NSPPH	NSPS - Change Management (HR)
<input type="radio"/>		NSPPS	NSPS - Change Management (Supv)
<input type="radio"/>		NSPPT	NSPS - Change Management (TrainTheTrainer)
<input type="radio"/>		NSPPX	NSPS - Change Management (Sr Exec)
<input type="radio"/>		NSPQA	NSPS - Communication (Admin)

Previous 10 31-40 Next 10

Figure 74

The selected information auto populates into the appropriate data field (**Figure 76**).

Add Training Information

Submit Cancel

Tip: A training addition will not be added if the 'Training Start Date' and the 'Course Title' are an exact match to a course already displayed in My Biz.

Employee

Employee Name Last, First
Work Email Address

Training Information

Training will be documented on a SF 182, Authorization, Agreement and Certification of Training or refer to a completion certificate if SF 182 is not available view an example of the SF 182 via the OPM website go to https://www.opm.gov/forms/pdf_fill/SF182.pdf. Tip: Right mouse click on link and select Open in New Window.

* Indicates required field

* Course Title

* Training Start Date

* Training End Date

Training Details

* Training Duty Hours

* Training Non-Duty Hours

Acquisition School Source

* Training Sub Type

* Training Source

* Agency Type Code NSPS - Change Management (Emp)

* Training Delivery Type

* Priority Indicator

* Decision Source

* Training Purpose Type

Figure 75

Once all the applicable information is entered, select the 'Submit' or 'Cancel' button (**Figure 76**). If you choose to 'Submit' but have not entered all required data, i.e., those marked with an asterisk (*), you will receive an error message that indicates the missing value (**Figure 77**).

* Indicates required field

* Course Title NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS

* Training Start Date 02-Mar-2008

* Training End Date 02-Mar-2008

Training Details

* Training Duty Hours 04

* Training Non-Duty Hours 00

Acquisition School Source

* Training Sub Type Mandated Training

* Training Source Government Internal

* Agency Type Code NSPS - Change Management (Emp)

* Training Delivery Type Technology Based (Software tutorials, CD ROM, Web-based, Interactive media, etc)

* Priority Indicator Critical/Mandated

* Decision Source Mandated NOT Organization Annual Training Plan or Individual Development Plan

* Training Purpose Type Future Staffing Needs

Training Cost Details

* Training Travel Indicator No

* Tuition and Fees \$ 00

* Books & Material Costs \$ 00

* Travel \$ 00

* Per Diem \$ 00

Other Details

Course Number Code

* Training Accreditation Indicator Not Applicable

* Training Credit 00

* Training Credit Type Not Applicable

Training Designation Type

Training Update Source Self Certified

Submit Cancel

Figure 76

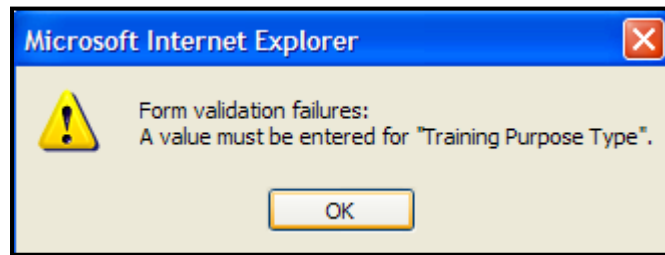


Figure 77

Before training information is updated in the system, an 'Electronic Signature' must be completed. To Electronically Sign and verify training information, select the 'Process Transaction' button (**Figure 78**).

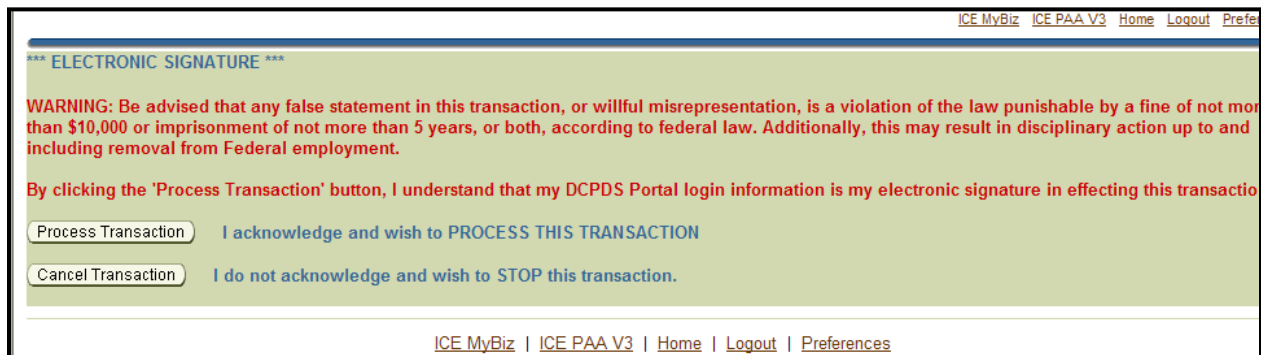


Figure 78

Once you select the 'Process Transaction' button, a 'Confirmation' page (**Figure 79**) displays allowing you to print your training information. Select the 'Continue Updating Your Information' link to continue adding training information.

Confirmation

Congratulations **Last, First**, your training has been updated as of **29-Jun-2009 16:20:04 CDT**.

1. Course Title	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS
2. Training Start Date	02-Mar-2008
3. Training End Date	02-Mar-2008
4. Training Duty Hours	04
5. Training Non Duty Hours	00
6. Training Sub Type	Mandated Training
7. Training Source	Government Internal
8. Agency Type Code	NSPS - Change Management (Emp)
9. Training Delivery Type	Technology Based (Software tutorials, CD ROM, Web-based, Interactive media, etc)
10. Acquisition School Source	
11. Priority Indicator	Critical/Mandated
11. Decision Source	Mandated NOT Organization Annual Training Plan or Individual Development Plan
12. Training Purpose Type	Future Staffing Needs
13. Training Travel Indicator	No
14. Tuition and Fees	
15. Books & Material Costs	
16. Travel	
17. Per Diem	
18. Course Number Code	
19. Training Accreditation Indicator	NA
20. Training Credit	
21. Training Credit Type	Not Applicable
22. Training Designation Type	

[Print Confirmation](#)

What do you want to do now?

[Continue Updating Your Information](#)

[View Your My Biz Account](#)

Figure 79

Select the 'View Your 'MyBiz' Account' if you would like to view all training entries. Once in this view (**Figure 80**), you are able to print a report and have the option of selecting the date range and sort criteria.

Training Information

Select Object: [Delete](#) | [Add](#) Previous 1-10 Next 10

Select	Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
<input type="radio"/>	Show	Self Certified	Windows Server 2003	01-May-2009	05-May-2009
<input type="radio"/>	Show	Self Certified	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	02-Mar-2008	02-Mar-2008
<input type="radio"/>	Show	Verified	SIMPLER LEAN VISUAL MANAGMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005
<input type="radio"/>	Show	Verified	WRITING PURPOSES AND	01-Mar-2005	18-Mar-2005
<input type="radio"/>	Show	Verified	CIV SUPV CRS	05-Apr-2001	05-Apr-2001
<input type="radio"/>	Show	Verified	USAF CIV SUPV CRS	09-Mar-2001	09-Mar-2001
<input type="radio"/>	Show	Verified	EOT 2000	17-Sep-1997	17-Sep-1997
<input type="radio"/>	Show	Verified	RESUMIX TNG	23-Apr-1997	23-Apr-1997
<input type="radio"/>	Show	Verified	WATERMARK ENTERPRISE	29-Mar-1996	29-Mar-1996
<input type="radio"/>	Show	Verified	PC DOCS SYS ADMIN	28-Mar-1996	28-Mar-1996

Select Object: [Delete](#) | [Add](#) Previous 1-10 Next 10

☒ **TIP** To Print a Training Brief, select the button below

☐ Select Date Range and Sort Criteria

[Print Training Report](#)

Figure 80

If you choose to select a date range/sort, you are prompted to provide necessary selections (**Figure 81**). Please refer to Note 2 on pg 30.

✓ **TIP** To Print a Training Brief, select the button below

☒ Select Date Range and Sort Criteria

From Date To Date
(example: 13-Jun-2009) (example: 13-Jun-2009)

Sort Item **Training Start Date** Sort Order **Descending**

Print Training Report

[Profile](#) [Handicap](#) [Language](#) [Ethnicity and Race](#) [Emergency Contact](#) [Education](#) [Training](#)

Figure 81

Once selections are made, or you choose to print all, select 'Print Training Report' (**Figure 81**). You will receive a File Download prompt (**Figure 82**) with the options of opening and printing the file, or saving to your personal computer.

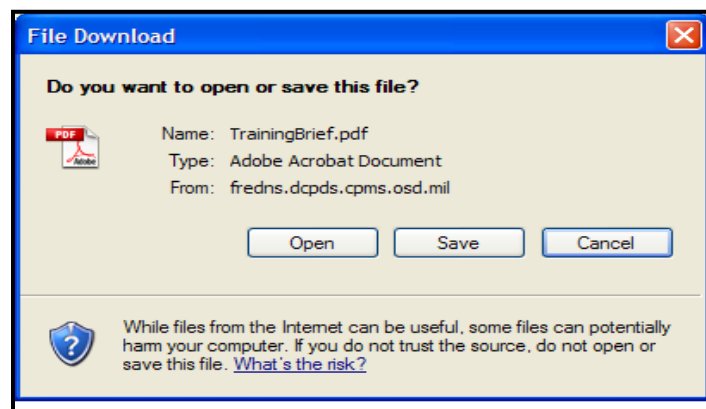


Figure 82

If you open for print, you will receive a report published in Adobe Reader (‘.pdf’) (**Figure 83**). Please note in the sample report that the first screen is only page one of three, so you will need to select the down arrow to obtain the succeeding pages.

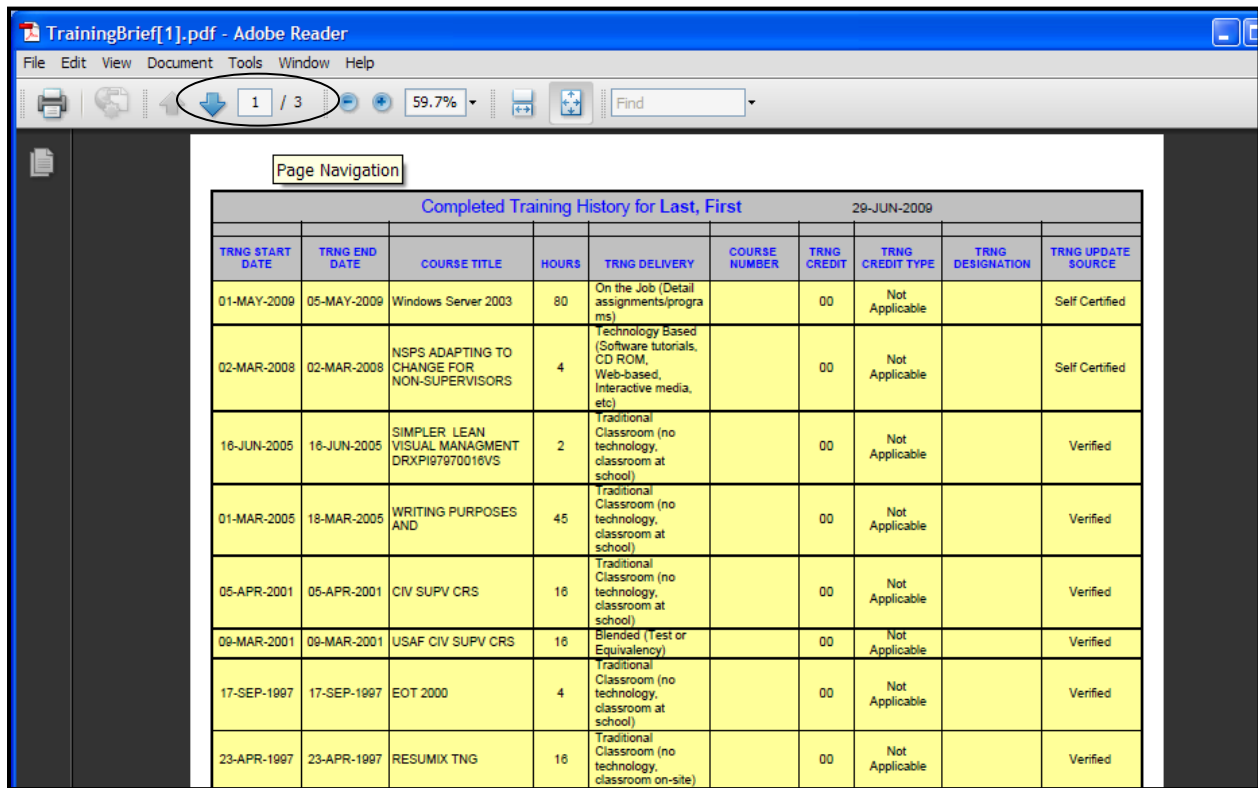


Figure 83

Should you choose the save option in **Figure 82**, you will be prompted to select the location for the file (**Figure 83**).

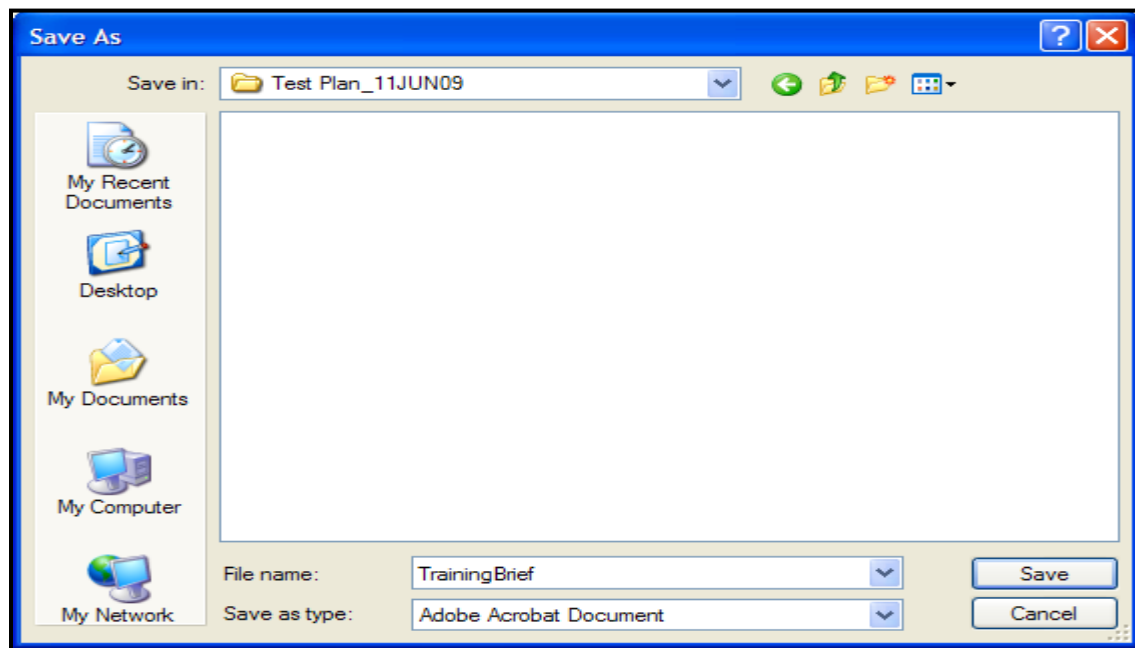

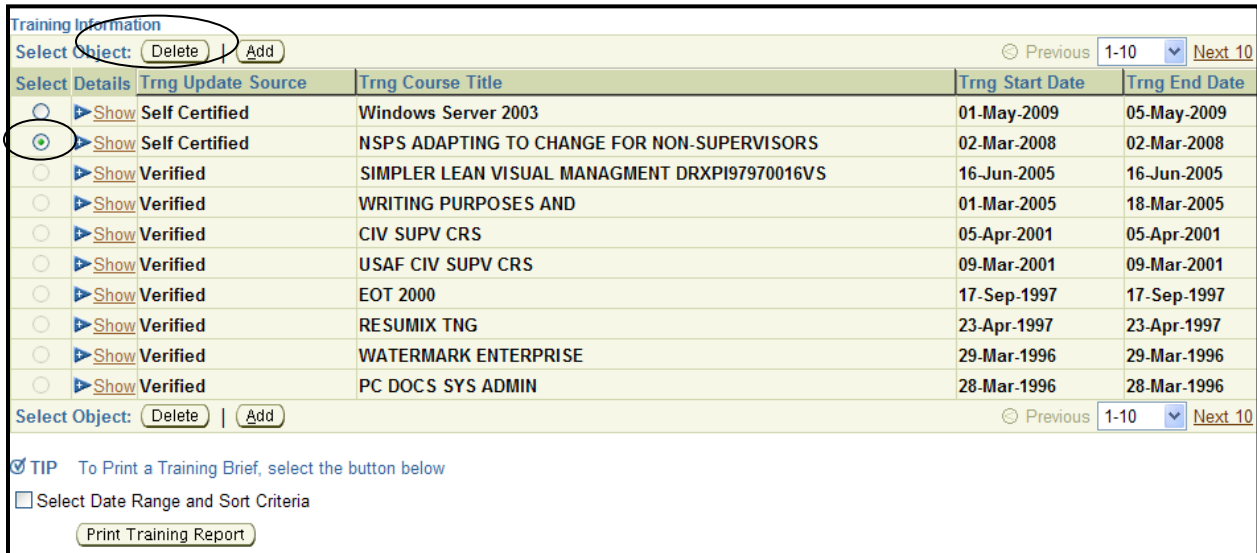




Figure 84











Deleting Training Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate course, then select the  button (**Figure 85**).





Training Information

Select Object:  | 

Previous 1-10 Next 10

Select	Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
<input type="radio"/>	 Self Certified		Windows Server 2003	01-May-2009	05-May-2009
<input checked="" type="radio"/>	 Self Certified		NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	02-Mar-2008	02-Mar-2008
<input type="radio"/>	 Verified		SIMPLER LEAN VISUAL MANAGMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005
<input type="radio"/>	 Verified		WRITING PURPOSES AND	01-Mar-2005	18-Mar-2005
<input type="radio"/>	 Verified		CIV SUPV CRS	05-Apr-2001	05-Apr-2001
<input type="radio"/>	 Verified		USAF CIV SUPV CRS	09-Mar-2001	09-Mar-2001
<input type="radio"/>	 Verified		EOT 2000	17-Sep-1997	17-Sep-1997
<input type="radio"/>	 Verified		RESUMIX TNG	23-Apr-1997	23-Apr-1997
<input type="radio"/>	 Verified		WATERMARK ENTERPRISE	29-Mar-1996	29-Mar-1996
<input type="radio"/>	 Verified		PC DOCS SYS ADMIN	28-Mar-1996	28-Mar-1996

Select Object:  | 

Previous 1-10 Next 10

☒ TIP To Print a Training Brief, select the button below

☐ Select Date Range and Sort Criteria


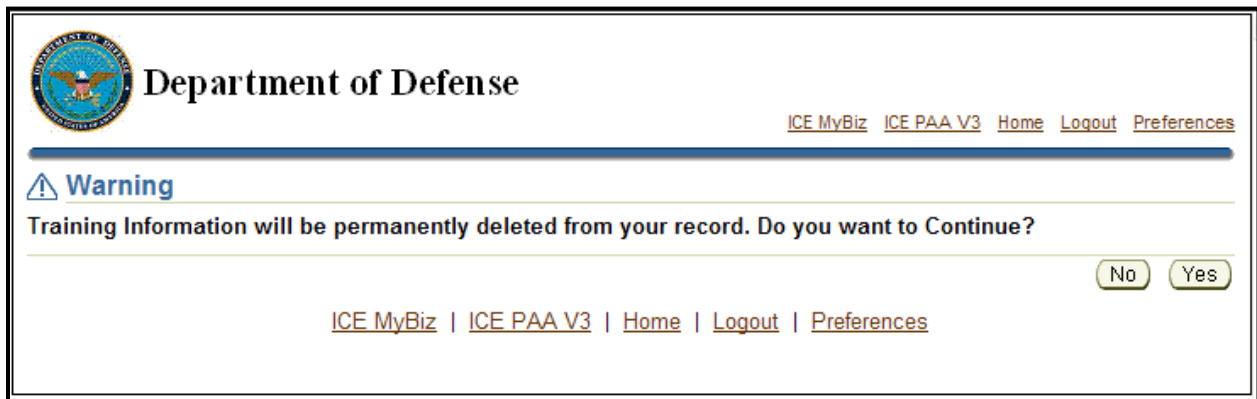




Figure 85

You will receive a warning prompting another decision (**Figure 86**).





 Department of Defense

[ICE MyBiz](#) [ICE PAA V3](#) [Home](#) [Logout](#) [Preferences](#)

 **Warning**

Training Information will be permanently deleted from your record. Do you want to Continue?

[ICE MyBiz](#) | [ICE PAA V3](#) | [Home](#) | [Logout](#) | [Preferences](#)

Figure 86

If you select 'No', you will be returned to the Training Information view (**Figure 83**). If you select 'Yes', you will receive a notice confirming the deletion (**Figure 87**).

Confirmation	
Congratulations , your training has been deleted as of 29-Jun-2009 16:39:20 CDT .	
1. Course Title	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS
2. Training Start Date	02-Mar-2008
3. Training End Date	02-Mar-2008
4. Training Duty Hours	04
5. Training Non Duty Hours	00
6. Training Sub Type	Mandated Training
7. Training Source	Government Internal
8. Agency Type Code	NSPS - Change Management (Emp)
9. Training Delivery Type	Technology Based (Software tutorials, CD ROM, Web-based, Interactive media, etc)
10. Acquisition School Source	
11. Priority Indicator	Critical/Mandated
11. Decision Source	Mandated NOT Organization Annual Training Plan or Individual Development Plan
12. Training Purpose Type	Future Staffing Needs
13. Training Travel Indicator	No
14. Tuition and Fees	
15. Books & Material Costs	
16. Travel	
17. Per Diem	
18. Course Number Code	
19. Training Accreditation Indicator	Not Applicable
20. Training Credit	
21. Training Credit Type	Not Applicable
22. Training Designation Type	
To print this page for your records, click on the print button below:	
<input type="button" value="Print Confirmation"/>	
What do you want to do now? Continue Updating Your Information View Your My Biz Account	

Figure 87

The **Certifications/Licenses** *tab* contains employee's Certifications/Licenses information.

Select the **Certifications/Licenses** tab to add or delete your certifications/license information. The link takes you to the Certifications/Licenses page (**Figure 87**).

This section displays your Certifications/Licenses. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may require you provide documentation for verification purposes. Items that you cannot select can only be updated by HR.

Certifications/Licenses – Other Occupational and Professional Information does not include the capability to update acquisition or Information Assurance certification.

TIPS:

- When adding certifications/licenses, you will be asked if you received training, and if so, to link the certification to the specific training entry. If, as a prerequisite to the award of this certification/license you did receive training, request you review your training history BEFORE adding the certification/license to ensure the training is on file. Go to the Training Tab in My Biz to review/add entries.
- To Add select the 'Add' button.
- To 'Delete' select the entry and then select the 'Delete' button.
- To correct a Self Certified entry, delete and 'Add' the certification/license data. If the Certifications/Licenses Update Source is blank or 'Verified', the data was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact Human Resources to correct.

Certifications/Licenses – Other Occupational and Professional Information:

Select Object: Previous 1-10 Next 10

Select	Details	Cert/Lic Update Source	Certification/License	Date Issued	Expiration Date
<input type="radio"/>	Show	Verified	Wastewater Treatment Opr		
<input type="radio"/>	Show	Verified	Chief Mate Stm & Mtr - Great Lakes	08-Nov-2009	08-Nov-2008
<input type="radio"/>	Show	Verified	Six Sigma Black Belt	08-Nov-2009	18-Nov-2008

Figure 87

Adding Certification/Licenses Information. To add certification/licenses information, select the **Add** button (**Figure 87**).

Note: The 'Cert/Lic Update Source' column will display with either 'Verified' or 'Self Certified' in the 'Cert/Lic Update Source' data field column. To correct a Self Certified entry, delete and 'Add' the certification/license data. If the Certifications/Licenses Update Source is blank or 'Verified', the data was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact Human Resources to correct.

Certifications/Licenses – Other Occupational and Professional Information:

Select Object:

Select	Details	Cert/Lic Update Source	Certification/License	Date Issued	Expiration Date
<input type="radio"/>	Show	Self Certified	Chief Mate Mtr Ltd Coast	15-Sep-2009	
<input type="radio"/>	Show	Verified	2nd CI Radio Telegraph Operator	08-Aug-2009	
<input type="radio"/>	Show	Self Certified	1st Asst Engr Mtr 4000 HP & Less	18-May-2009	
<input type="radio"/>	Show	Self Certified	Chief Mate Stm Unltd	22-Feb-2009	
<input type="radio"/>	Show	Self Certified	Cert in Executive Logistics Management (SOLE/ALMC)	12-Feb-2009	



TIP To Print a Certifications/Licenses Brief, select the button below

Profile Handicap Language Ethnicity and Race Emergency Contact Education Training **Certifications/Licenses**

Figure 88

The 'Add' page displays (**Figure 88**). Enter information for your certification/license update below. For additional information on a specific data field, select the .

Notes:

1. To search for your specific certification/license information, select the  flashlight or  dropdown located next to the data field you are updating.
2. Enter date fields using the format (02-MAR-2009) manually or the use calendar.
 - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. **Entry of future dates will result in an error message** that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
 - Calendars **reflect a range of years, so users may need to select several times** to find the correct year (e.g., 'Before 1995'; 'Before 1980'; etc.).
3. If there are costs, be sure to enter in format 0.00 - do not enter a dollar ('\$') sign. For example: 150.00, 232.00, 7.37, etc.

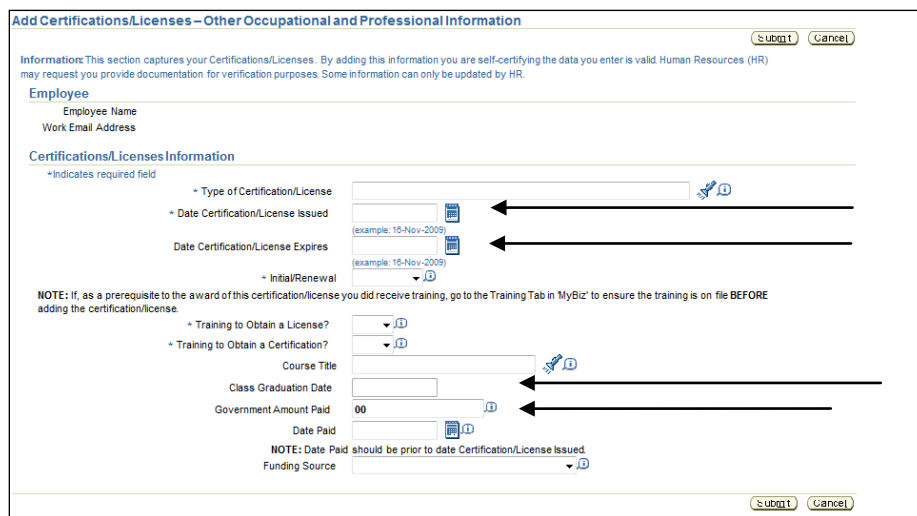



Figure 89

To search for information for a specific data field, using the , the following Search screen displays (Figure 90)

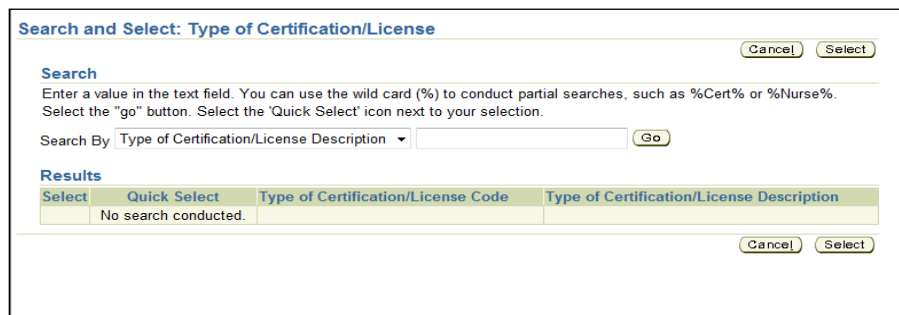


Figure 90

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the [Next 10](#) link (**Figure 91**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as %Cert% or %Nurse%.

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

Search and Select: Type of Certification/License Cancel Select

Search
Enter a value in the text field. You can use the wild card (%) to conduct partial searches, such as %Cert% or %Nurse%. Select the "go" button. Select the 'Quick Select' icon next to your selection.

Search By Type of Certification/License Description % Go

Results

Previous 1-10 Next 10

Select	Quick Select	Type of Certification/License Code	Type of Certification/License Description
<input type="radio"/>		1LG	Chief Mate Stm & Mtr - Great Lakes
<input type="radio"/>		1MC	Chief Mate Mtr Ltd Coast
<input type="radio"/>		1MO	Chief Mate Mtr Offshore & Oil
<input type="radio"/>		1MU	Chief Mate Mtr Unltd
<input type="radio"/>		1RO	First Class Radiotelegraph Operator's Certificate
<input type="radio"/>		1SC	Chief Mate Stm Ltd Coast

Figure 91

The selected information auto populates into the appropriate data field (**Figure 92**).

Information: This section captures your Certifications/Licenses. By adding this information you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Some information can only be updated by HR.

Employee
Employee Name
Work Email Address

Certifications/Licenses Information
*Indicates required field

* Type of Certification/License Chief Mate Mtr Unltd

* Date Certification/License Issued (example: 16-Nov-2009)

Date Certification/License Expires (example: 16-Nov-2009)

* Initial/Renewal

NOTE: If, as a prerequisite to the award of this certification/license you did receive training, go to the Training Tab in 'MyBiz' to ensure the training is on file **BEFORE** adding the certification/license.

* Training to Obtain a License?

* Training to Obtain a Certification?

Course Title

Class Graduation Date

Government Amount Paid 00

Date Paid


NOTE: Date Paid should be prior to date Certification/License Issued.

Funding Source

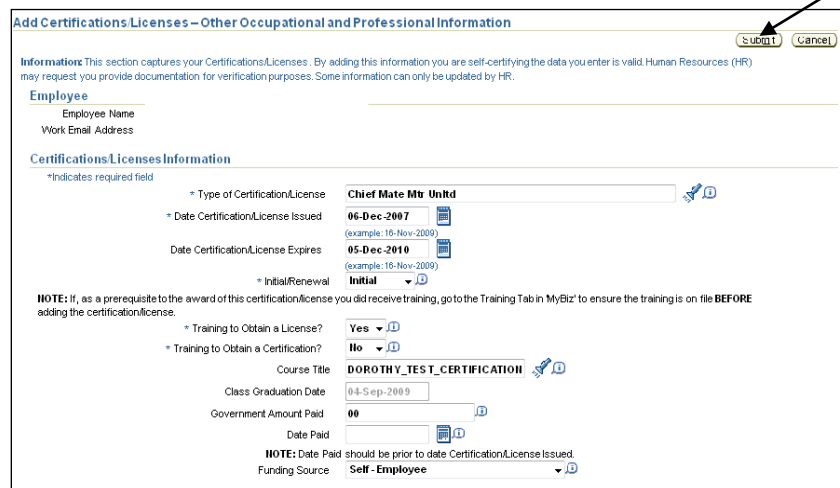
Figure 92

If “Training to Obtain a License” or “Training to Obtain a Certification” is equal to “Yes” then you must select the training “Course Title”.

NOTE: If, as a prerequisite to the award of this certification/license, you did receive training, go to the Training Tab in ‘My Biz’ to ensure the training is on file BEFORE adding the certification/license.

If training was received, select the  to list all the training you attended. Then select the appropriate training record to associate with the Certification/License.

Once all the applicable information is entered, select the ‘Submit’ or ‘Cancel’ button (**Figure 93**). If you choose to ‘Submit’ but do not enter all required data, i.e., those marked with an asterisk (*), you will receive an error message that indicates the missing value (**Figure 94**).



Add Certifications/Licenses – Other Occupational and Professional Information

Information: This section captures your Certifications/Licenses. By adding this information you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Some information can only be updated by HR.

Employee

Employee Name _____

Work Email Address _____

Certifications/Licenses Information

*Indicates required field

* Type of Certification/License **Chief Mate Mbr Unit**

* Date Certification/License Issued **06-Dec-2007**

(example: 16-Nov-2000)

Date Certification/License Expires **05-Dec-2010**

(example: 16-Nov-2000)

* Initial/Renewal **Initial**

NOTE: If, as a prerequisite to the award of this certification/license you did receive training, go to the Training Tab in MyBiz to ensure the training is on file **BEFORE** adding the certification/license.

* Training to Obtain a License? **Yes**

* Training to Obtain a Certification? **No**

Course Title **DOROTHY_TEST_CERTIFICATION**

Class Graduation Date **04-Sep-2009**

Government Amount Paid **00**

Date Paid _____

NOTE: Date Paid should be prior to date Certification/License Issued.

Funding Source **Self-Employee**

Submit **Cancel**

Figure 93

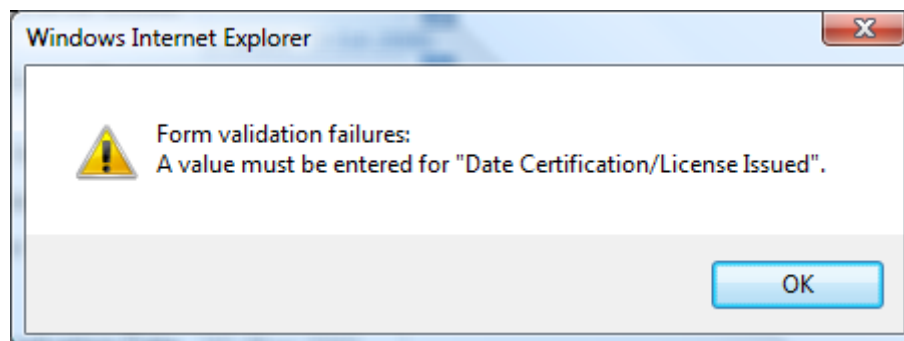


Figure 94

Before certifications/licenses information is updated into the system, an ‘Electronic Signature’ must be completed. To Electronically Sign and verify Certifications/Licenses information, select the ‘Process Transaction’ button (**Figure 95**).

*** ELECTRONIC SIGNATURE ***

WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the 'Process Transaction' button, I understand that my DCPDS Portal login information is my electronic signature in effecting this transaction

Process Transaction I acknowledge and wish to PROCESS THIS TRANSACTION

Cancel Transaction I do not acknowledge and wish to STOP this transaction.

ICE MyBiz | ICE PAA V3 | Home | Logout | Preferences

Figure 95

Once you select the 'Process Transaction' button, a 'Confirmation' page (**Figure 96**) displays allowing you to print your certifications/licenses information. Select the 'Continue Updating Your Information' link to continue adding certifications/licenses information. If you select 'Cancel Transaction', you will be returned to main page of Certifications/Licenses.

Self Service Certification/ License Confirmation Notice

[Confirmation](#)

Congratulations **Last, First**, your certification/license been updated as of **19-Oct-2009 09:41:35 CDT**.

1. Type of Certification/License	Cert in Executive Logistics Management (SOLE/ALMC)
2. Date Certification/License Issued	05-Jan-2009
3. Date Certification/License Expires	
4. Initial/Renewal	Initial Annual
5. Training to Obtain a License?	Yes
6. Training to Obtain a Certification?	No
7. Course Title	UNIX TRNG
8. Class Graduation Date	05-May-1995
9. Date Paid	05-Jan-2009
10. Gov Amount Paid	75
12. Funding Source	Military Reserves


[Print Confirmation](#)

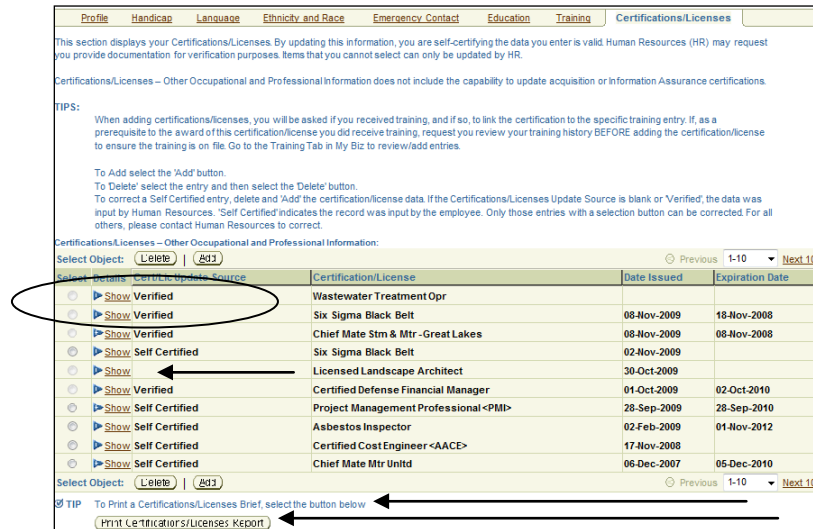
What do you want to do now?

[Continue Updating Your Information](#)

[View Your My Biz Account](#)

Figure 96

Select the 'Update My Information' and the 'Certifications/Licenses' tab if you would like to view all certifications/licenses entries. Once in this view (**Figure 97**), you can select the  to get more details on the certification/license. You also have a 'Print Certifications/Licenses Report.'



Profile Handicap Language Ethnicity and Race Emergency Contact Education Training **Certifications/Licenses**

This section displays your Certifications/Licenses. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Items that you cannot select can only be updated by HR.

Certifications/Licenses – Other Occupational and Professional Information does not include the capability to update acquisition or Information Assurance certifications.

TIPS:

- When adding certifications/licenses, you will be asked if you received training, and if so, to link the certification to the specific training entry. If, as a prerequisite to the award of this certification/license you did receive training, request you review your training history BEFORE adding the certification/license to ensure the training is on file. Go to the Training Tab in My Biz to review/add entries.
- To Add select the 'Add' button.
- To Delete select the entry and then select the 'Delete' button.
- To correct a Self Certified entry, delete and 'Add' the certification/license data. If the Certifications/Licenses Update Source is blank or 'Verified', the data was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact Human Resources to correct.

Certifications/Licenses – Other Occupational and Professional Information:

Select Object: [Delete](#) | [Add](#) Previous 1-10 Next 10

Select	Buttons	Update Source	Certification/License	Date Issued	Expiration Date
<input type="radio"/>	Show	Verified	Wastewater Treatment Opr		
<input type="radio"/>	Show	Verified	Six Sigma Black Belt	08-Nov-2009	18-Nov-2008
<input type="radio"/>	Show	Verified	Chief Mate Stm & Mtr - Great Lakes	08-Nov-2009	08-Nov-2008
<input type="radio"/>	Show	Self Certified	Six Sigma Black Belt	02-Nov-2009	
<input type="radio"/>	Show	Self Certified	Licensed Landscape Architect	30-Oct-2009	
<input type="radio"/>	Show	Verified	Certified Defense Financial Manager	01-Oct-2009	02-Oct-2010
<input type="radio"/>	Show	Self Certified	Project Management Professional <PMB>	28-Sep-2009	28-Sep-2010
<input type="radio"/>	Show	Self Certified	Asbestos Inspector	02-Feb-2009	01-Nov-2012
<input type="radio"/>	Show	Self Certified	Certified Cost Engineer <AACE>	17-Nov-2008	
<input type="radio"/>	Show	Self Certified	Chief Mate Mtr Unit	06-Dec-2007	05-Dec-2010

Select Object: [Delete](#) | [Add](#) Previous 1-10 Next 10

TIP To Print a Certifications/Licenses Brief, select the button below

[Print Certifications/Licenses Report](#)

Figure 97

Once you select 'Print Certifications/Licenses Report' (**Figures 97**), you will receive a File Download prompt (**Figure 98**) with the options of opening and printing the file or saving to your personal computer.

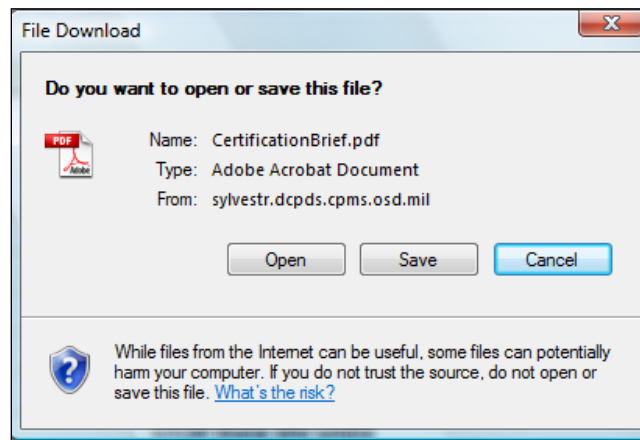

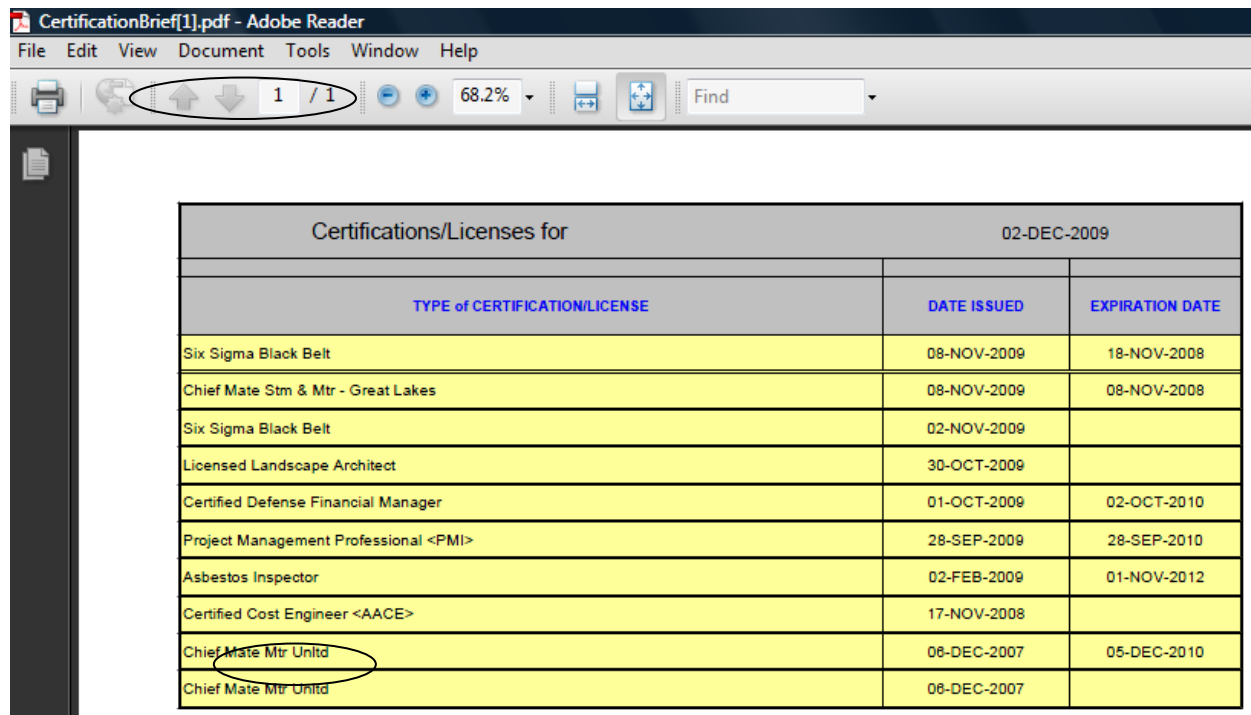


Figure 98

If you open for print, you will receive a report published in Adobe Reader ('.pdf') (**Figure 99**).

If your report contains multiple pages, select the down arrow  to obtain the succeeding pages.



Certifications/Licenses for			02-DEC-2009	
TYPE of CERTIFICATION/LICENSE	DATE ISSUED	EXPIRATION DATE		
Six Sigma Black Belt	08-NOV-2009	18-NOV-2008		
Chief Mate Stm & Mtr - Great Lakes	08-NOV-2009	08-NOV-2008		
Six Sigma Black Belt	02-NOV-2009			
Licensed Landscape Architect	30-OCT-2009			
Certified Defense Financial Manager	01-OCT-2009	02-OCT-2010		
Project Management Professional <PMI>	28-SEP-2009	28-SEP-2010		
Asbestos Inspector	02-FEB-2009	01-NOV-2012		
Certified Cost Engineer <AACE>	17-NOV-2008			
Chief Mate Mtr Unltd	06-DEC-2007	05-DEC-2010		
Chief Mate Mtr Unltd	06-DEC-2007			

Figure 99

Should you choose the save option, you will be prompted to select the location for the file (Figure 100).

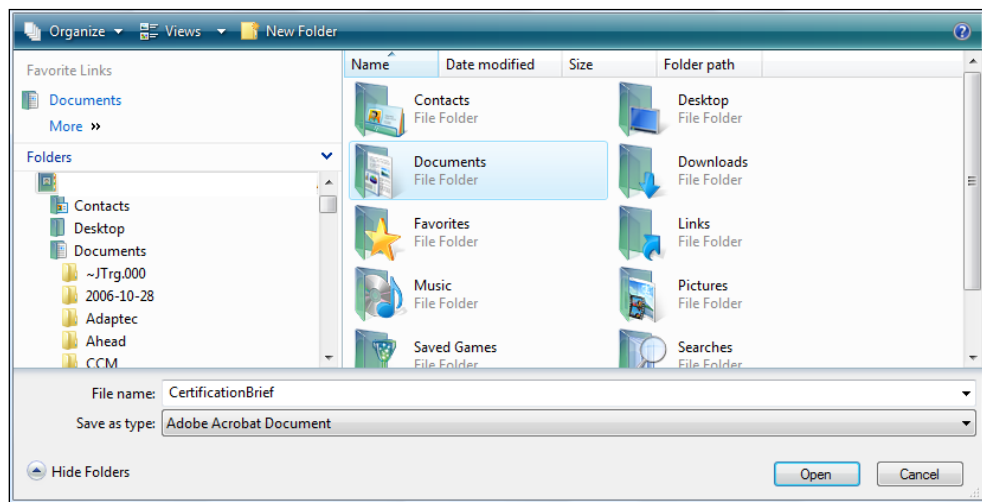



Figure 100

Deleting Certifications/Licenses Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate course then select the  button (Figure 101).

Certifications/Licenses – Other Occupational and Professional Information:


Select Object:

Select	Details	Cert/Lic Update Source	Certification/License	Date Issued	Expiration Date
<input type="radio"/>	Show	Self Certified	Chief Mate Mtr Ltd Coast	15-Sep-2009	
<input type="radio"/>	Show	Verified	2nd CI Radio Telegraph Operator	08-Aug-2009	
<input checked="" type="radio"/>	Show	Self Certified	1st Asst Engr Mtr 4000 HP & Less	18-May-2009	
<input type="radio"/>	Show	Self Certified	Chief Mate Stm Unltd	22-Feb-2009	
<input type="radio"/>	Show	Self Certified	Cert in Executive Logistics Management (SOLE/ALMC)	12-Feb-2009	
<input type="radio"/>	Show	Self Certified	Cert in Executive Logistics Management (SOLE/ALMC)	05-Jan-2009	

TIP To Print a Certifications/Licenses Brief, select the button below

Figure 101

You will receive a warning prompting another decision (**Figure 102**).

 **Department of Defense**

[ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Warning

Certifications/Licenses Information will be permanently deleted from your record. Do you want to Continue?

[ICE MyBiz](#) | [ICE PAA V3](#) | [Diagnostics](#) | [Home](#) | [Logout](#) | [Preferences](#)

Figure 102

If you select 'No', you will be returned to the Certifications/Licenses Information view. If you select 'Yes', you will receive a confirmation notice for the deletion (**Figure 103**).

Self Service Certification/ License Confirmation Notice

Confirmation

Congratulations your certification/license has been deleted as of **02-Dec-2009 13:05:53 C**

1. Type of Certification/License	Project Management Professional
2. Date Certification/License Issued	28-Sep-2009
3. Date Certification/License Expires	28-Sep-2010
4. Initial/Renewal	Initial
5. Training to Obtain a License?	No
6. Training to Obtain a Certification?	Yes
7. Course Title	DOROTHY_TEST_CERTIFICATION
8. Class Graduation Date	04-Sep-2009
9. Date Paid	04-Sep-2009
10. Gov Amount Paid	3100.00
11. Actual Amount Paid	3100
12. Funding Source	Oper & Maint - Activity Level

What do you want to do now?

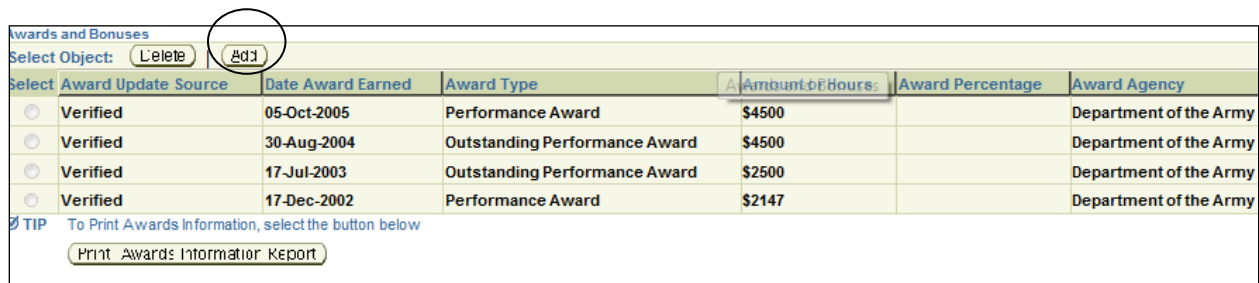
[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 103

The **Awards and Bonuses** *tab* contains employee's Awards and Bonuses information. Select the **Awards and Bonuses** tab to take you to the awards information. Please note that user can only add 'non-monetary awards'. All monetary awards must be added by Human Resources (HR).

Adding Awards Information. To add awards information, select the **Add** button (**Figure 104**).

Note: The 'Award Update Source' column will display with either 'Verified' or 'Self Certified'. To correct a Self Certified entry, delete and 'Add' the Award data. If the Award Update Source is blank or 'Verified', the data was input by HR. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact HR to correct.




Select	Award Update Source	Date Award Earned	Award Type	Amount of Hours	Award Percentage	Award Agency
<input type="radio"/>	Verified	05-Oct-2005	Performance Award	\$4500		Department of the Army
<input type="radio"/>	Verified	30-Aug-2004	Outstanding Performance Award	\$4500		Department of the Army
<input type="radio"/>	Verified	17-Jul-2003	Outstanding Performance Award	\$2500		Department of the Army
<input type="radio"/>	Verified	17-Dec-2002	Performance Award	\$2147		Department of the Army


TIP To Print Awards Information, select the button below

[Print Awards Information Report](#)

Figure 104

The 'Add' page displays (**Figure 104**). Enter information for your award update. For additional information on a specific data field, select the  .

Notes:

- To search for your specific Award Type and Award Agency information, select the  flashlight located next to the data field you are updating.
- Enter date fields using the format (02-MAR-2009) manually or the use calendar.
 - Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. **Entry of future dates will result in an error message** that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
 - Calendars **reflect a range of years; so, users may** need to select several times to find the correct year (e.g., 'Before 1995'; 'Before 1980'; etc.).

Add Awards (Non Monetary) Information Submit

Information: This section captures your Awards . By adding non-monetary award you are self-certifying the data you enter is valid. Human Resources (HR) may you provide documentation for verification purposes.

Tip: An AWARD addition will not be added if the 'Award Information' is an exact match to an award already displayed in MY Biz.

Employee

Employee Name
Work Email Address

Add Awards Information


* Indicates required field

* Date Award Earned

* Award Type

* Award Agency

Figure 105

To search for information for a specific data field, using the , the following Search screen displays (**Figure 106**)

Search and Select: Award Type Cancel Select

Search

Enter a value in the text field. You can use the wild card (%) to conduct partial searches, such as %Award% or % Achievement%. Select the "go" button. Select the 'Quick Select' icon next to your selection.

Search By Award Name Go


Results

Select	Quick Select	Award Name	Code
	No search conducted.		

[About this Page](#)

Cancel Select

Figure 106

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the  link (**Figure 107**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as %Cert% or %Nurse%.

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

Search

Enter a value in the text field. You can use the wild card (%) to conduct partial searches, such as %Award% or % Achievement%. Select the "go" button. Select the 'Quick Select' icon next to your selection.

Search By

Results

Previous 1-25 Next 25

Select	Quick Select	Award Name	Code
<input type="radio"/>		AF Accounting & Finance Civ of Yr	1D
<input type="radio"/>		AF Acquisition Costing Civ of the Year	5U
<input type="radio"/>		AF Association Honor Citation	26
<input type="radio"/>		AF Author of the Year	5X
<input type="radio"/>		AF Civilian Achievement Award	9B
<input type="radio"/>		AF Civilian Award for Valor	V1

Figure 107

The selected information populates the appropriate data field (Figure 108).

Add Awards Information

* Indicates required field

* Date Award Earned

* Award Type

* Award Agency

Figure 108

Select to either submit or cancel your award information.

Before the award information is updated into the system, an 'Electronic Signature' must be completed. To Electronically Sign and verify award information, select the 'Process Transaction' button (Figure 109).

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*** ELECTRONIC SIGNATURE ***

WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the 'Process Transaction' button, I understand that my DCPDS Portal login information is my electronic signature in effecting this transaction.

I acknowledge and wish to PROCESS THIS TRANSACTION

I do not acknowledge and wish to STOP this transaction.

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Figure 109

Once you select the 'Process Transaction' button, a 'Confirmation' page (Figure 110) displays allowing you to print your award information. Select the '*Continue Updating Your Information*' link to continue adding award information. If you select 'Cancel Transaction', you will be returned to main page of Awards and Bonuses Tab.

Self Service Awards(NoN Monetary) Confirmation Notice

Confirmation

Congratulations , your Award has been updated as of **07-Apr-2010 14:40:35 CDT**.

1. DATE AWARD EARNED **08-Apr-2009**
 2. AWARD TYPE **AF Accounting & Finance Civ of Yr**
 3. AWARD AGENCY **Agency for International Development**

To Print this page for your records, click on the print button below.

[Print Confirmation](#)

What do you want to do now?

[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 110

You also have a “Print Awards Information Report (**Figure 111**).

Awards and Bonuses

Select Object: [Delete](#) | [Add](#)

Select	Award Update Source	Date Award Earned	Award Type	Amount or Hours	Award P
<input type="radio"/>	Self Certified	08-Apr-2009	AF Accounting & Finance Civ of Yr		
<input type="radio"/>	Verified	05-Oct-2005	Performance Award	\$4500	
<input type="radio"/>	Verified	30-Aug-2004	Outstanding Performance Award	\$4500	
<input type="radio"/>	Verified	17-Jul-2003	Outstanding Performance Award	\$2500	
<input type="radio"/>	Verified	17-Dec-2002	Performance Award	\$2147	

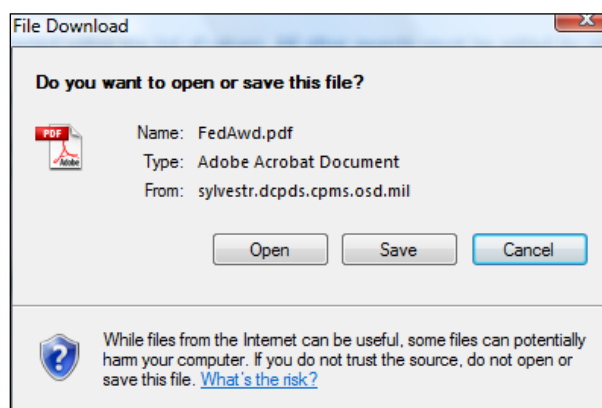
☒ **TIP** To Print Awards Information, select the button below

[Print Awards Information Report](#) ←


[Print Awards Information Report](#)

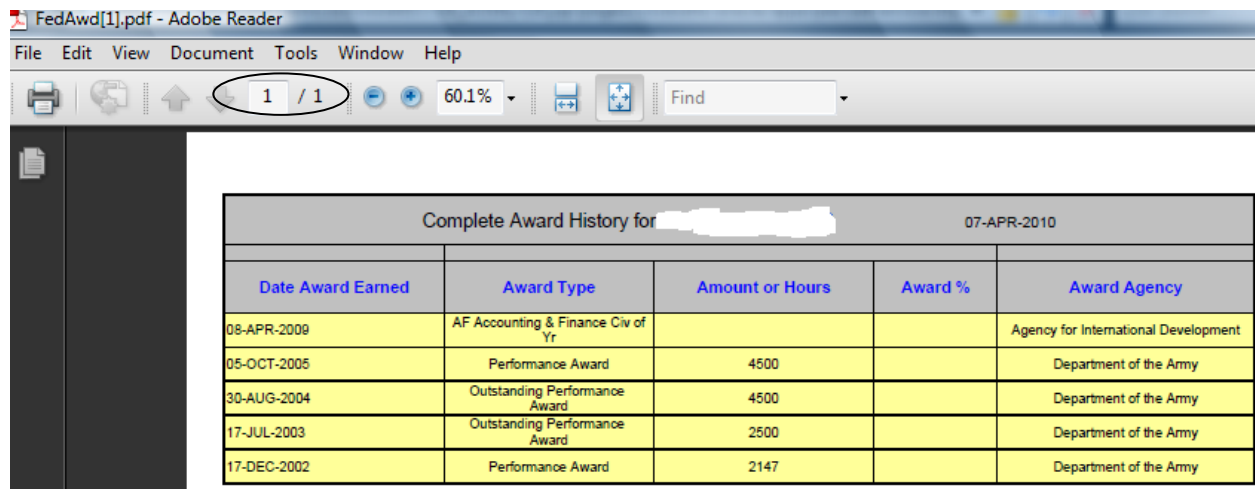
Figure 111

Once you select ‘Print Awards Information Report’. You will receive a File Download prompt (**Figure 112**) with the options of opening and printing the file, or saving to your personal computer.

**Figure 112**

If you open for print, you will receive a report published in Adobe Reader (‘.pdf’) (**Figure 113**).

If your report contains multiple pages, you will need to select the down arrow  to obtain the succeeding pages.



Complete Award History for [redacted] 07-APR-2010				
Date Award Earned	Award Type	Amount or Hours	Award %	Award Agency
08-APR-2009	AF Accounting & Finance Civ of Yr			Agency for International Development
05-OCT-2005	Performance Award	4500		Department of the Army
30-AUG-2004	Outstanding Performance Award	4500		Department of the Army
17-JUL-2003	Outstanding Performance Award	2500		Department of the Army
17-DEC-2002	Performance Award	2147		Department of the Army

Figure 113

Should you choose the save option in **Figure 112**, you will be prompted to select the location for the file (**Figure 114**).

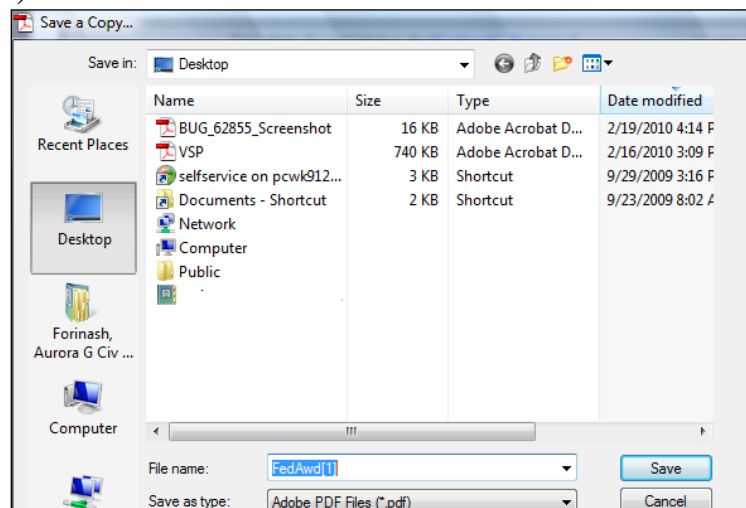
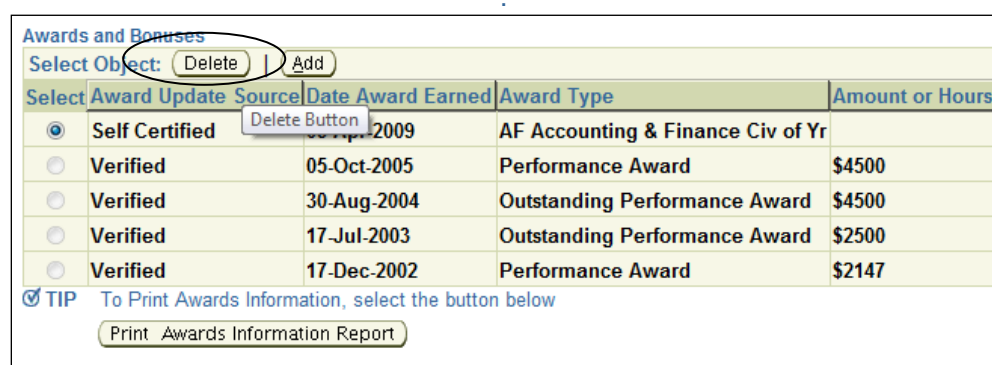


Figure 114

Deleting Awards Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate Award then select the **Delete** button (**Figure 115**).



Select	Award Update Source	Date Award Earned	Award Type	Amount or Hours
<input checked="" type="radio"/>	Self Certified	08-Apr-2009	AF Accounting & Finance Civ of Yr	
<input type="radio"/>	Verified	05-Oct-2005	Performance Award	\$4500
<input type="radio"/>	Verified	30-Aug-2004	Outstanding Performance Award	\$4500
<input type="radio"/>	Verified	17-Jul-2003	Outstanding Performance Award	\$2500
<input type="radio"/>	Verified	17-Dec-2002	Performance Award	\$2147

TIP To Print Awards Information, select the button below

Figure 115

You will receive a warning prompting another decision (**Figure 116**).

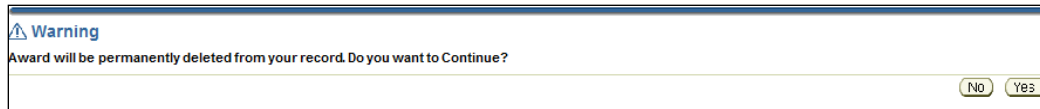


Figure 116

If you select 'No', you will be returned to the Awards Information view. If you select 'Yes', you will receive a confirmation notice for the deletion (**Figure 117**).

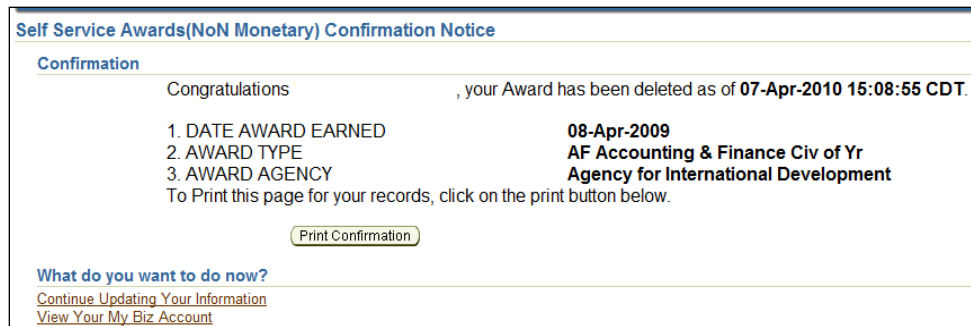


Figure 117